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NATIONAL GUARD
HAND BOOK
FOR
COMPANY COMMANDERS



REVISED EDITION

MAY, 1922

HANDBOOK

for

The NATIONAL GUARDSMAN

in Ranks

By NAT GARD

TABLE OF CONTENTS

The National Defence Act and The National Guard	
Entry Into Service .	Discipline and Courtesy
Clothing and Equipment .	Arms and Weapons
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Hygiene and First Aid .	Signalling
Engineering .	Fortifications
Rations and Messing .	Target Practice
Map Reading .	Scouting
Marches .	Camping
Mobilization .	Riot Duty

The book is designed to cover all the official text books, drill regulations and other publications needed for instruction in the basic subjects in which all National Guard units are expected to qualify according to the General Schedule of Training as published in the Militia Bureau letter dated Aug. 31st, 1921.

Every man in ranks should have a chance to study up on the subjects, and here is a book that covers all of the required data, arranged in neat, convenient form, ready for use and at small cost.

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HAND BOOK
FOR
COMPANY COMMANDERS
OF THE
NATIONAL GUARD

By Nat Gard *= guard*

A Compilation of Regulations, Forms, Instructions, Circulars
and Tables arranged for ready reference for National
Guard Companies, Troops, Batteries, and Detachments

REVISED EDITION

MAY, 1922

Press of
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PREFACE TO FIRST EDITION

Boston, Massachusetts, June 29, 1921.

This compilation attempts to bring together into available form, and to properly index the information published to date, which may effect in any manner the duties of the Commanding Officer of a company or equal organization of the National Guard of the United States.

The basis for these pages is found in the National Guard Regulations published June, 1919, and in the National Defense Act published June, 1920.

JOHN ADAMS BECHTEL,
(Formerly Major Nat. Army)

PREFACE TO SECOND EDITION

Boston, Massachusetts, May 1, 1922.

The receipt of over one hundred unsolicited letters endorsing the 1st edition, has stimulated the desire to make improvements in arrangement, and to add new matter to the original text.

The reception and sale of the book, leaves no doubt as to the value and necessity of this compilation, as an aid to the company commander in the work of administration of his organization.

In the revision of the book the National Guard Regulations published in February, 1922, have been used as a basis.

With this new edition Major Bechtel turns over his interests in the book to

NAT GARD

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NOTICE TO HOLDERS OF FIRST EDITION

The first edition of the Handbook for Company Commanders is not obsolete or out of date, but will be found useful now as the date it was issued. The second edition of the Handbook for Company Commanders is an amplification of the first edition, with much new matter added.

In order that the holders of the first edition may effect an exchange for this new edition, the following offer is extended:—

For each copy of the first edition accompanied by \$1.50 delivered to Nat Gard, P. O. Box 3462, Boston, Mass., he will send by return mail a copy of this revised edition.

ARTICLE I

Organization

A. GENERAL PROVISIONS

Organization of National Guard Units. Except as otherwise specifically provided herein, the organization of the National Guard, including the composition of all units thereof, shall be the same as that which is or may hereafter be prescribed for the Regular Army, subject in time of peace to such general exceptions as may be authorized by the Secretary of War. And the President may prescribe the particular unit or units, as to branch or arm of service, to be maintained in each State, Territory, or the District of Columbia in order to secure a force which, when combined, shall form complete higher tactical units.

Until July 1, 1921, companies and corresponding units of the National Guard may be recognized at a minimum enlisted strength of fifty: *Provided*, That the National Guard of any State, Territory, and the District of Columbia may include such detachments or parts of units as may be necessary in order to form complete tactical units when combined with troops of other States. (Sec. 60 N. D. A.)

Designation and Location of Units. Subject to the general regulations approved by the Secretary of War, the location and designation of units of the National Guard and the Organized Reserves entirely comprised within the limits of any State or Territory shall be determined by a board, a majority of whom shall be reserve officers, including reserve officers who hold or have held commissions in the National Guard and recommended for this duty by the Governor of the State or territory concerned. (Sec. 3a, N. D. A.)

Designation of Units. Headquarters Companies, troops or batteries and service companies, troops or batteries will be designated, as, for example:

Headquarters Company, First Army
Headquarters Company, 1st Division
Service Battery, 1st Field Artillery
Service Company, 1st Medical Regiment
Headquarters Company, 1st Battalion, 1st Infantry

Howitzer companies of Infantry regiments and combat trains of Artillery battalions will be designated as, for example:

Howitzer Company, 1st Infantry
Combat Train, 1st Battalion, 1st Field Artillery

Separate combat trains of Field Artillery battalions are organized in war strength organizations only. In peace strength organizations they are incorporated in a unit with the battalion headquarters and headquarters detachment, and designated, for example:

Headquarters, Headquarters Detachment, and Combat Train, 1st Battalion, 1st Field Artillery

In Artillery ammunition trains, other than those of Infantry divisions, the transport batteries will be lettered from A to F, inclusive, while the ammunition batteries will be lettered G, H, and I. In Artillery ammunition trains of Infantry divisions, the transport battery will be designated Battery A, while the ammunition battery will be designated Battery G.

In Cavalry regiments lettered troops of the first squadron will be designated A, B, and C, while those of the second squadron will be designated E, F, and G. Lettered troops of machine-gun squadrons will be designated A, B, and C.

Within each regiment or corresponding organization, battalion and corresponding organizations of the same type will be numbered serially, beginning with 1, and companies and corresponding units of all types will be lettered alphabetically, beginning with A, for example:

1st Battalion, 1st Infantry
Company A, 1st Infantry

Single battalions of a particular type within a regiment will be designated as, for example:

Ambulance Battalion, 1st Medical Regiment

In each Infantry regiment, Companies D, H and M will be the machine-gun companies. They will be designated as, for example, "Company D" and not as "Machine Gun Company D."

In each anti-aircraft regiment the gun battalion will be designated as the first and the machine-gun battalion as the second battalion, as, for example:

1st Battalion, 50th Artillery (anti-aircraft)

Batteries of the gun battalion will be lettered A, B, C, and D, Battery A being the searchlight battery, and designated as "Battery 'A' (searchlight)." Batteries of the machine-gun battalion will be lettered E, F, G, and H. In each corps signal battalion the construction company will be designated as Company A and the operation company as Company B. (Pars. 5 and 6, G.O., No. 5, W. D., 1922.)

Additional Designations of National Guard Units. The designations of Units of the National Guard and the Organized Reserves may show in parentheses the State, institution, or the present or former State organization with which a unit is identified, as, for example:

301st Infantry (Mass.)
Surgical Hospital No. 4 (Lakeside)
101st Field Artillery (1st Mass.)
165th Infantry (N. Y., N.G.)
144th Infantry (Tex. N. G.)

Whenever a State designation is shown in parentheses the shortest usually accepted abbreviation of the name of the State concerned will in all cases be used.

The use of that part of the designation in parentheses which refers to States, institutions, or present or former State organizations with which a unit is identified is not obligatory, and will ordinarily be omitted in orders, dispatches, and correspondence, but its use is authorized and may often be found desirable for the purpose of local identification and to preserve traditions. (Par. 7, G. O., No. 5, W. D., 1922.) (Par. 110b, N. G., R., 1922.)

Location of Units. The States and Territories shall have the right to determine and fix the location of the units and headquarters of the National Guard within their respective borders: *Provided*, That no organization of the National Guard, members of which shall be entitled to and shall have received compensation under the provisions of this Act, shall be disbanded without the consent of the President, nor, without such consent, shall the commissioned or enlisted strength of any such organization be reduced below the minimum that shall be prescribed therefor by the President. (Sec. 68 N. D. A.)

Subdivisions of Units and their Location.

(a) The Regimental Headquarters Company (except engineers) should be organized with the entire company at a single station.

(b) The Battalion Headquarters Company (except engineers) should be located at the station of the battalion commander.

For the Field Artillery, the first, second, and third section of the Headquarters Detachment and Combat Train may be located at the stations of the corresponding batteries.

(c) Division and Brigade Headquarters Companies, Military Police Companies, and Regimental Service Companies (except engineers) may be organized with all the personnel of each subdivision of the company at one station.

(d) The Headquarters and Service Company of an Engineer Regiment may be organized in two platoons at neighboring stations. (Par. 445, N. G. R., '22.)

War Strength of Units. National Guard organizations outside the territorial limits of the United States are authorized to recruit to maximum strength authorized for like organizations of the Regular Army. (Par. 111, N. G. R., '22.)

Initial Strength of Units. Until July 1, 1921, companies and corresponding units of the National Guard may be recognized in the discretion of the Chief, Militia Bureau, at a strength of 50 active enlisted men.

Under authority granted the Secretary of War in Section 60, National Defense Act as amended, to make general exceptions in time of peace in the organization of National Guard units, the time in which companies and corresponding units of the National Guard may be recognized at a minimum enlisted strength of fifty as indicated in letter A. G., 325.44 — Misc. Div. October 13, 1920, is extended to July 1, 1922. (Cir. Let. 48, M. B., July 23, 1921.)

Maintenance Strength of Units. The minimum peace strength of the National Guard units shall be the peace strength prescribed in Tables of Organization for the Regular Army, *provided*, that in those organizations in which the prescribed peace strength is greater than 65, National Guard organizations may be maintained with 65 active enlisted men in each organization and with assigned National Guard Reserves, the number of which when added to the active strength will equal or exceed the prescribed minimum strength for similar units of the Regular Army. (Cir. Let. No. 48, M. B., July 23, 1921.)

The number of assigned reservists shall not exceed the number of active enlisted men in the organization. (Par. 110, N. G. R., '22.)

Transfer of Enlisted Men to Form New Units. The Adjutant General of a State may transfer enlisted men from one or more Federally recognized units to a new unit at any time prior to the Federal inspection of the new unit, provided the strength of any Federally recognized units from which the men are transferred be not reduced below 65 men or below the minimum authorized. The new organization may be recognized if composed of such transferred men, provided it is formed throughout of men transferred from recognized units. (Cir. Let. No. 62, M. B., Oct. 18, 1920.)

Strength of Converted Units. When a Federally recognized National Guard organization is changed in character or branch, in order to comply with the new organization of the Army, or in order to fit in with the allotment of units to a State, and such change causes any of the existing enlisted personnel to become surplus, in accordance with tables of organization for the National Guard and with National Guard Regulations, the following will govern.

(a) In cases where a change in strength is caused by a change in character or branch of service any resulting excess in enlisted personnel may be retained until such excess is absorbed by transfer, when such is expedient, or by routine vacancies.

(b) In case an organization has an excess of enlisted personnel, due to its having changed its character or branch of service, such excess can be maintained only in the grade of private, and new enlistments will not be permitted until the organization is brought within the prescribed strength; however, men in the organization may be re-enlisted upon expiration of current enlistments.

(c) By June 30, 1923, all enlisted men in excess of the authorized enlisted strength for each unit must be discharged. (Cir. Letter M. B., No. 5, Jan. 13, 1922.)

Disbanding Organizations. When authority is given to disband an organization which has been Federally recognized or when Federal recognition is withdrawn, enlisted

men of the organization should be discharged or transferred to an active organization. (Par. 112, N. G. R., '22.)

Notes on Militia Bureau Organization Tables. Each of the tables will set forth two separate compositions based on strengths as follows:

(a) Composition based on a strength of fifty enlisted men prescribed by law as the minimum strength for *Federal recognition* only.

(b) Composition based on the *maintenance* strength (65) enlisted men for most units prescribed by regulations.

(c) In addition there is indicated in each table the prescribed enlisted peace strength for the corresponding unit in the Regular Army this figure being fixed by law as the *prescribed minimum* strength for units of the National Guard and must be attained.

The column indicating the composition between 50 and 64 men per organization for recognition will become obsolete on June 30, 1922. The column showing the strength for maintenance, 65 and upward per organization, will govern after July 1, 1922.

Attention is called to the fact that the prescribed minimum strength may be made up of active members in each organization or may be made up of 65 active members and the balance 'Assigned Reservists.' (See Circular Letters Nos. 62 and 76, Militia Bureau, 1920.)

The non-commissioned officers are classified according to grades and specialists according to ratings, these grades and ratings are noted in tables furnished. It should be noted that where the Regular Army peace strength is sufficient to justify it the last column in each table shows the composition of the unit for strengths between 65 men and 80 per cent of its prescribed enlisted strength in the Regular Army. Except as otherwise noted in the Militia Bureau Tables whenever an organization reaches a strength in its active members equal to 80 per cent of the prescribed minimum for the Regular Army, that organization can appoint non-commissioned officers and give the ratings to all specialists as prescribed in the peace table strength for the Regular Army. Wherever the Militia Bureau tables fail to indicate the duties of non-commissioned officers and specialists these men may be assigned duties selected from those assigned to the corresponding grades and ratings in the Regular Army.

Whenever an organization falls temporarily below the required minimum enlisted strength, it will not be necessary to demote or disrate the surplus non-commissioned officers and specialists not provided for in the tables governing the composition of the unit at the reduced strength. Such surplus non-commissioned officers and specialists will be absorbed by discharges or routine separations, and vacancies thus created will not be filled until the unit has again enrolled the required minimum strength.

Attention is invited to the following points:

For units with a prescribed minimum enlisted strength of less than 50 men the Regular Army tables will govern.

Buglers which were rated as specialists in the 6th class in G. O. No. 36 no longer have specialist rating. Buglers may be appointed from the privates First Class or privates, but they receive no extra compensation.

Attention is also invited to the fact that wherever the tables prescribed for the Regular Army indicate 'lieutenants,' this term is used because the Regular Army is at present decidedly short of second lieutenants due to the great number of vacancies in that grade and second lieutenants are therefore not available. Since this condition does not exist in the National Guard, the tables issued by the Militia Bureau indicate the proper quota of first and second lieutenants for National Guard units.

It is enjoined upon all to read these tables carefully and to endeavor to follow them without question or evasion. It is believed that a careful study of the tables, together with this letter, will answer any of the questions which may arise, thus avoiding unnecessary correspondence with the Militia Bureau." (Cir. Let. No. 1, M. B., 1921.)

Ratio of Privates 1st Class and Privates. The ratio of one private, 1st Class, to two privates will hold for all National Guard units unless the unit is organized according to and with a strength equal to that prescribed in Regular Army Tables of Organization when the ratio in the Regular Army Tables will apply. (Cir. Let. No. 9, M. B., Feb. 8, 1921.)

Additional Officers for National Guard Units. Following rulings are made on the appointment of additional officers in the National Guard units indicated.

Headquarters Company, Infantry Brigade. To be commanded by a Brigade Staff Officer or aide as prescribed by Reg. Army T. O. and to have one additional 2nd Lieutenant.

Headquarters Company, Infantry Regiment. To be commanded by a Captain as prescribed in M. B. Modified Tables and to have an additional 2nd Lieutenant.

Headquarters Company, Infantry Battalion. To be commanded by Battalion Adjutant (1st Lieutenant) as prescribed by M. B. Modified Tables and to have an additional 2nd Lieutenant. One cook (5th Class) is also authorized for this unit as indicated in communication from Secretary of War quoted above.

Headquarters Battery, Field Artillery Brigade. To be commanded by an aide as prescribed by Reg. Army T. O. and to have one additional 2nd Lieutenant.

Headquarters Battery, Anti-Aircraft Regiment. To be commanded by 1st Lieutenant as prescribed by M. B. Modified Tables and to have one additional 2nd Lieutenant.

Headquarters and Service Platoon, Auxiliary Engineer Battalion. To be commanded by a captain as prescribed by Reg. Army T. O., and to have an additional 2nd Lieutenant.

Headquarters Corps Air Service. To be commanded by the Adjutant (Captain) as prescribed by Reg. Army T. O., and to have one additional 2nd Lieutenant.

Headquarters Balloon Group. No additional officers authorized for this unit. To be commanded by the Group Adjutant (a Captain) with a 1st Lieutenant assistant, as prescribed in Reg. Army T. O.

Headquarters Troop, Cavalry Brigade. To be commanded by a Captain as prescribed by M. B., Modified Tables and to have one additional 2nd Lieutenant.

Headquarters Detachment, Cavalry Squadron. To be commanded by 1st Lieutenant on Squadron Headquarters Staff with 2nd Lieutenant as assistant, as prescribed by M. B., Modified Tables now in force.

Headquarters Detachment, Cavalry Machine Gun Squadron. To be commanded by 1st Lieutenant on Machine Gun Squadron Headquarters Staff with 1st Lieutenant as assistant, as prescribed by M. B., Modified Tables now in force.

Headquarters and Service Platoon Combat Engineers (Mounted). No additional officers are authorized for this unit. To be commanded by a Captain with a 1st Lieutenant as assistant, as prescribed by M. B., Modified Tables now in force.

Motorcycle Company. To be commanded by a 1st Lieutenant with a 2nd Lieutenant as assistant, as previously prescribed in M. B., Modified Tables.

Motor Transportation Company. To be commanded by a 1st Lieutenant with a 2nd Lieutenant as assistant, as previously prescribed in M. B., Modified Tables.

Ordnance Company (Maintenance). To be commanded by a 1st Lieutenant with a 2nd Lieutenant as assistant, as previously prescribed in M. B., Modified Tables (This applies to unit with both Inf. and Cav. Divisions.)

Transport Company, Artillery Ammunition Train. To be commanded by a 1st Lieutenant, as previously authorized and to have an additional 2nd Lieutenant.

Communication Section, Air Service. To be commanded by a 1st Lieutenant as prescribed in Reg. Army T. O., and to have an additional 2nd Lieutenant.

3. The additional officers hereby authorized may be appointed as soon as desired by the State authorities. Such appointments, however, are not compulsory, and if desired the State authorities may follow the figures prescribed by the Regular Army Tables of Organization for commissioned personnel. (Cir. Let. 7, M. B., Jan. 19, 1922.)

B. TABLES OF ORGANIZATION — NATIONAL GUARD

The following tables are compiled from the data in the Militia Bureau mimeograph tables sent out with Circular Letter No. 1, 1921, and from the Regular Army tables. The numbers on the left refer to the pages in this volume, the numbers on the right refer to the numbers of the Regular Army tables. 31 of the most important and useful Regular Army tables are reproduced in Appendix "I" of this volume.

<i>Page</i>	<i>(in this volume)</i>	<i>(Peace Strength, W. D. Table)</i>	<i>Number</i>
15	Infantry Division, Special Troops including		
41	" " Military Police Company		4
16	" " Signal Company		8
42	" " Light Tank Company		10
45	" " Motorcycle Company		3
44	" " Ordnance Maintenance Company		3
17	" " Headquarters Company		2
16	" Brigade Headquarters Company		22
18	" Regiment Headquarters Company		24
18	" " Service Company		25
47	" " Band		25
16	" Battalion Headquarters and Headquarters Company		27
20	" Rifle Company		28
19	" Machine Gun Company		29
19	" Howitzer Company		30
50	" Organizational Medical Units attached		90
24	Field Artillery (75 mm.) Brigade Headquarters Company		32
24	" " " " Ammunition Train		56
23	" " " " Regiment Headquarters Battery		34
24	" " " " " Service Battery		35
47	" " " " " Band		35
25	" " " " Battalion Headquarters Detachment		37
26	" " " " Battery		38
50	" " " " Regimental Medical Units		90
39	Engineer Regiment Headquarters and Service Company		64
47	" " Band		64
40	" (Lettered) Company		68
50	" Regimental Medical Units		90
45	Q.M.C., Infantry Division Train Headquarters		91
45	" Motor Transport Company		95
46	" Motor Repair Section		96
45	" Wagon Company		98
50	" Train Medical Units		90
	Corps Artillery (Field 155 mm. How.) Brigade Headquarters Battery		132
23	" " " " " Regiment Headquarters Battery		134
27	" " " " " Service Battery		135
47	" " " " " Band		135
28	" " " " " Battalion Hqrs. and Combat Train		137
29	" " " " " Firing Battery		135
30	" " (Field 155 mm. Gun) Regimental Headquarters Battery		144
30	" " " " " Service Battery		145
47	" " " " " Band		145
30	" " " " " Battalion Hqrs. and Combat Train		147
31	" " " " " Motorized Battery		148

B. TABLES OF ORGANIZATION — NATIONAL GUARD

The following tables are compiled from the data in the Militia Bureau mimeograph tables sent out with Circular Letter No. 1, 1921, and from the Regular Army tables. The numbers on the left refer to the pages in this volume, the numbers on the right refer to the numbers of the Regular Army tables. 31 of the most important and useful Regular Army tables are reproduced in Appendix "T" of this volume.

<i>Page</i>	<i>(in this volume)</i>	<i>(Peace Strength W. D. Tables)</i>	<i>Number</i>
		Cavalry Division Special Troops including	
	"	" Signal Troop	408
44	"	" Ordnance Maintenance Company	412
	"	" Veterinary Company	490
21	"	" Headquarters Troop	404
21	"	Brigade Headquarters Troop	422
21	"	Regiment Headquarters Troop	424
22	"	" Service Troop	425
47	"	" Band	425
21	"	Squadron Headquarters Detachment	426
22	"	Troop	428
22	"	Machine Gun Troop	429
50	"	Medical Units Attached	490
47	Band	(Infantry Regiment).	25
47	"	(Field Artillery Regiment)	35
47	"	(Engineer Regiment)	64
47	"	(155 mm. Howitzer) Field Artillery Regiment)	135
47	"	(155 mm. Gun) Field Artillery Regiment	145
47	"	(Anti-aircraft,) Coast Artillery Regiment	125
47	"	(Cavalry Regiment)	425
37		Coast Artillery Fixed Defense Company	
47	"	" " " " Band	
38	"	" " " " Headquarters Personnel	
50	"	" " " " Medical Units Attached	
32		Anti-Aircraft Regiment Headquarters Battery	124
34	"	" " " " Service Battery	125
47	"	" " " " Band	125
33	"	" " " " Machine Gun Battalion Headquarters Detachment	122
35	"	" " " " " Battery	123
33	"	" " " " Gun Battalion Headquarters Detachment	127
35	"	" " " " Gun Battery	128
50	"	" " " " Medical Units	120
36		Railway (C.A.) Brigade Headquarters Battery	552
36	"	" (C.A.) Regimental Headquarters Battery	554
36	"	" (C.A.) " " Service Battery	555
47	"	" (C.A.) " " Band	555
36	"	" (C.A.) Battery	558
43		Air Service Observation Squadron	73
44		Ordnance Maintenance Company	12
44	"	" Heavy Maintenance Company.	112

MEDICAL DEPARTMENT UNITS ATTACHED TO:

50	Medical	Infantry Divisional Organization	90
50	"	Cavalry Divisional Organization	490
50	"	Coast Artillery Organization	
48	"	Department Regimental Headquarters	90
48	"	" " Sanitary Battalion Headquarters	90
48	"	" " Sanitary Company	90
49	"	" " Ambulance Company (Animal drawn)	90
49	"	" " " " (Motorized)	90
49	"	" " Hospital Company	90

TABLES OF ORGANIZATION, NATIONAL GUARD

Infantry and Cavalry divisions—Headquarters special troops headquarters; train headquarters; Ordnance maintenance company. Infantry regiment—Headquarters and headquarters company. Artillery regiment (155-mm. howitzer;—Headquarters and headquarters battery. Cavalry machine-gun squadron—Headquarters and headquarters detachment. Engineer regiment, general service—Medical detachment. Motor transport command. Infantry division—Headquarters company.

INFANTRY AND CAVALRY DIVISION HEADQUARTERS (T. O. 2P AND 402P).

	Forward echelon.			Rear echelon.								Total.
	Division commander and aids.	General Staff section.	Signal section.	Adjutant's section.	Inspector's section.	Quartermaster section.	Ordnance section.	Judge Advocate section.	Finance section.	Chaplain section.	Postal section.	
Major general.....	1											1
Colonel.....		1 ¹										1
Lieutenant colonel.....		5	1	1	1							8
Lieutenant colonel or major.....						1	1	1	1			4
Major or captain.....				1								1
Captain or first lieutenant.....				1		2		1				4
First lieutenant or second lieutenant.....	3					1					1	9
Chaplains.....										2		2
Enlisted men, Infantry.....												51
Enlisted men, Cavalry.....												49

HEADQUARTERS OF UNITS OF INFANTRY AND CAVALRY DIVISIONS (OTHER THAN DIVISION HEADQUARTERS).

	Colonel.	Lieutenant colonel.	Major.	Captain.	First lieutenant.	Second lieutenant.	Chaplain.	Enlisted men.
Special troops, headquarters (Infantry and Cavalry division) (T. O. 3P and 403P).....			1	5 ¹	5 ¹			8
Headquarters company, Infantry division (T. O. 4P) ⁶				1		1		76
Ordnance maintenance company, Infantry and Cavalry division (T. O. 12P and 412P).....				1	1			7 48
Headquarters and headquarters company, Infantry regiment (T. O. 24P).....								8 35
Division train headquarters, Infantry (T. O. 91P).....	1	1	6 ¹	10 ⁴			4 ¹	65
Division train headquarters, Cavalry (T. O. 491P).....			1		5 ¹	5 ¹		11
Headquarters and headquarters battery, Regiment 155-mm. howitzer (T. O. 134P).....				1	5 ¹			5
Medical detachment, Engineer regiment (general service) T. O. 163P ¹³	1	1		11 ³	12 ²		4 ¹	60
Motor transport command (T. O. 194P).....			1	12 ²				16
Headquarters and headquarters detachment, Cavalry machine-gun squadron (T. O. 430P).....				1	5 ¹	5 ¹		6
			1		5 ²			33

¹ Chief of Staff.

² Four assistant chiefs of staff, one division machine-gun and howitzer officer.

³ Two aids act as assistants to general staff officers.

⁴ To hold rank from second lieutenant to colonel according to length of service.

⁵ One adjutant, one supply officer, assigned as desired by State authorities.

⁶ For 50-man organization the company headquarters and forward echelon may be organized as shown in T. O. 4P (columns 4 and 5) and sufficient privates first class and privates of rear echelon may be added to absorb remainder of men enrolled. Military police company to be organized as separate unit.

⁷ Infantry.

⁸ Cavalry.

⁹ Regimental machine-gun officer. (In peace this officer also performs duties connected with small-arm practice.)

¹⁰ One adjutant, one intelligence, plans, and training officer, one supply officer, one commanding headquarters company. (In peace one officer performs the duties of adjutant, one combines those of intelligence officer and plans and training officer, and one performs those of supply officer.)

¹¹ One adjutant, one commanding headquarters battery.

¹² One plans and training officer, one on duty with headquarters battery.

¹³ Tables of Organization 163P, 164P, and 168P for Engineer units, general service, approved Apr. 9, 1921, supersede the tables of same number applying to "Corps and Army Engineer units" approved Dec. 15, 1920. Consolidated table for "Officers for headquarters units" issued by Militia Bureau is amended so far as applies to medical personnel for National Guard Engineer regiment attached to corps or Army headquarters.

¹⁴ Dental.

TABLES OF ORGANIZATION, NATIONAL GUARD

Officers for headquarters units of brigades, regiments, and battalions of Infantry, Cavalry, Field Artillery, Engineers, and Signal Corps and for headquarters of motor cycle and motor transport companies.

	Brigadier general.	Colonel.	Lieutenant colonel.	Major.	Captain.	First lieuten- ant.	Second lieuten- ant.	Chaplain.	Enlisted men.	Regular Army Table of Or- ganization.
Infantry:										
Brigade headquarters.....	1			1	2	2			45	22P
Brigade headquarters company ¹										22P
Regimental headquarters and head- quarters company.....		1	1	² 1	³ 4			1		24P
Battalion headquarters.....				1		1				27P
Battalion headquarters company ⁴									41	27P
Brigade medical detachment.....					⁵ 1				4	90P
Regimental medical detachment (Table 23P in error).....				1	⁶ 4				30	90P
Cavalry:										
Brigade headquarters.....	1			1	2	2	2			421P
Regimental headquarters.....		1	1		2	1		1		424P
Squadron headquarters and headquar- ters detachment.....				1		2	1		21	426P
Regimental medical detachment.....				1	⁷ 5				32	423P
Artillery:										
Headquarters and headquarters bat- tery, corps, Artillery brigade.....	1			1	2	3	3		43	132P
Field Artillery (75-mm.).....										
Divisional Field Artillery brigade head- quarters.....	1			1	⁷ 2	3	2			32P
Divisional Field Artillery brigade head- quarters battery.....						1			43	32P
Regimental headquarters and head- quarters battery.....		1	1		⁹ 3	2		1		34P
Regimental medical detachment.....				1	¹⁰ 4				29	90P
Engineers (division, corps, or Army):										
Regimental headquarters.....		1	¹¹ 1		1	¹¹ 1		1		64P
Battalion headquarters (in regiment).....				1		¹¹ 1				63P
Regimental medical detachment.....				1	¹⁰ 2				20	90P
Battalion headquarters mounted (Cav- alry division).....				1	1	2				466P
Battalion headquarters and service platoon (Cavalry division).....					1	1			60	466P
Mounted battalion medical detachment				¹² 1						466P
Signal Corps: Signal battalion headquarters and headquarters company (corps unit).....				1	2				40	107P
Motor transport company.....						¹¹ 1	1		44	95P
Motor cycle company.....						¹¹ 1	1		36	11P

¹ Officered by brigade staff officers or aids.

² Regimental machine-gun officer.

³ One captain commands headquarters company, one is adjutant, one is supply officer, and one combines duties of intelligence office and plans and training officer.

⁴ Commanded by battalion staff officer.

⁵ Veterinary.

⁶ Two dental.

⁷ One dental, two veterinary.

⁸ Aids. One aid commands brigade headquarters battery.

⁹ One captain commands headquarters battery and is regimental communication officer.

¹¹ One dental, one veterinary.

¹⁰ Not provided for in Regular Army tables. Especially authorized for National Guard units.

¹² Dental.

¹³ Veterinary.

TABLES OF ORGANIZATION, NATIONAL GUARD

DIVISIONAL HEADQUARTERS COMPANY, Infantry, for MINIMUM Strengths of 50 and 65 Men

HEADQUARTERS COMPANY, INFANTRY DIVISION

(See Militia Bureau Circular Letter No. 1, 1921)

Prescribed Enlisted Peace Strength of Regular Army Unit — 76.

(For Regular Army peace time organization this unit is combined with Divisional Military Police Company. For National Guard, the units are organized separately.)

	50-64 men	65-75 men
Captain.....	1	1
First Lieutenant.....	1	1
First Sergeant.....	1	1
Sergeants, including Mess, Supply, Stable, and Messengers, mtd. (1 or 2).....	4	5
Corporals, including Clerk and Messengers, mtd. (1 or 2).....	2	3
Privates, First Class, and Privates.....	43-57	56-66
Total Enlisted.....	50-64	65-75

The following specialists may be appointed from the Privates, First Class, and Privates shown above:

4th Class		
Cooks, First (1) Horseshoers (1).....	2	2
5th Class		
Cooks, Assistant.....	1	1
6th Class		
Chauffeurs.....	1	2
Mechanics.....		1
Wagoners.....		1

When the unit enrolls 76 men, the Regular Army Table of Organization (4-P) will be followed, except that the following personnel, having been allotted to the military Police unit, will **not** be included: 1 first lieutenant, 1 first cook, 1 assistant cook.

TABLES OF ORGANIZATION, NATIONAL GUARD

HEADQUARTERS COMPANY, Infantry regiment; Service company, Infantry regiment, for MINIMUM strengths of 50 and 65 Men

(Prescribed enlisted peace strength for Regular Army Infantry headquarters company, 65. Prescribed enlisted peace strength for Regular Army Infantry service company, 168.)

	HEADQUARTERS COMPANY.		SERVICE COMPANY.	
	50-64 men.	65 men.	50-64 men.	65-134 men.
Captain.....	1	1	1	1
First lieutenants.....	2	2
Second lieutenant.....	1	1	1	1
Warrant officer.....	1
Master sergeants.....	1 regimental sergeant major.	2	3
First sergeant.....	1	} As prescribed for Regular Army.	1	(1 personnel.)
Staff sergeants.....		2	(2 regimental supply.)
Sergeants.....	3 { 1 supply 1 mess. 1 platoon chief.		4 { 1 band. 1 mess. 1 stable. 1 supply.	3 { 1 band. (2 color.) 2 band. 2 supply. 1 mess. 1 stable. 1 wagon master. 3 band. 1 clerk. 2 assistant wagon masters.
Corporals.....	4 { 1 clerk. 1 operator. 2 section chiefs.		5 { 2 band. 1 clerk. 2 assistant wagon masters	6 { 1 wagon master. 3 band. 1 clerk. 2 assistant wagon masters.
Privates first class and privates.	41-55		36-50	46-114
Total enlisted	50-64		50-64	65-134
The following specialists are authorized to be appointed from the private first class and privates shown in the above table:				
Second Rating				
Musicians.....		2	4
Third Rating				
Musicians.....		3	6
Fourth Rating				
Musicians.....		3	6
Cooks, first.....	1		1	1
Horseshoers.....		1	1
Wheelwrights.....	1
Carpenters.....	1	
Mechanics.....	1	
Fifth Rating				
Musicians.....		7	15
Cooks, assistant..	1		1	1
Saddler.....		1	1
Chauffeur.....	1	
Sixth Rating				
Mechanics.....	1	
Observers.....	1	
Operators (radio and wire).....	2	
Wagoners.....		5	10

The number of privates first class can not exceed 50 per cent of the number of privates.
HEADQUARTERS COMPANY, INFANTRY REGIMENT. To be commanded by a Captain as prescribed in M. B. Modified Tables and to have an additional 2nd lieutenant. (Circ. Let. No. 7 — M. B. 1922.)

TABLES OF ORGANIZATION, NATIONAL GUARD

INFANTRY REGIMENT MACHINE GUN COMPANY and an INFANTRY REGIMENT HOWITZER COMPANY, for MINIMUM Strengths of 50 and 65 Men

MACHINE GUN COMPANY, INFANTRY REGIMENT

HOWITZER COMPANY, INFANTRY REGIMENT

(See Militia Bureau Circular Letter No. 1, 1921)

Prescribed Enlisted Peace Strength for Regular Army, Infantry, M. B. Co.—78.

Prescribed Enlisted Peace Strength for Regular Army, Infantry Howitzer Company — 63.

	MACHINE GUN COMPANY		HOWITZER COMPANY		AS PRESCRIBED FOR THE REGULAR ARMY
	50-64 Men	65-77 Men	50-62 Men	63 Men	
Captain.....	1	1	1		
First Lieutenant.....	1	1	1		
Second Lieutenant.....	1	1	0		
First Sergeant.....	1	1	1		
Sergeants, including:					
Platoon Sergeants.....	2	2	2		
Section Leader.....	2	4			
Supply and Signal.....	1	1			
Mess.....	1	1	1		
Corporals, including:					
Company Clerk.....	1	1	1		
Squad Leader.....	5	7			
Miscellaneous.....			5		
Privates, First Class and Privates.....	38-52	48-60	40-52		
Totals.....	50-64	65-77	50-62		
The following specialists are authorized to be appointed from the Privates, First Class, and Privates shown in the above table:					
4th Rating					
Cooks, first.....	1	1	1		
5th Rating					
Cooks, Assistant.....	1	1	1		
Saddlers.....		1			
6th Rating					
Gunners.....	2	3			
Mechanics.....	1	1	1		

Companies "D," "H" and "M," of the Infantry Regiment have been designated to receive Machine Gun Training.

TABLES OF ORGANIZATION, NATIONAL GUARD
INFANTRY RIFLE COMPANY, for MINIMUM Strengths of 50 and 65 Men

INFANTRY RIFLE COMPANY

(See Militia Bureau Circular Letter No. 1, 1921)

Prescribed Enlisted Peace Strength for Regular Army Unit — 93 Men.

	50-64 Men	65-74 Men
Captain	1	1
First Lieutenant	1	1
Second Lieutenant	1	1
First Sergeant	1	1
Sergeants (including Mess, Supply and Gas)	5	7
Corporals (Company Clerk and Squad Leaders)	5	7
Privates, First Class	13-17	16-19
Privates	26-36	34-40
Total Enlisted	50-64	65-74
The following specialists are authorized to be appointed from the Privates, First Class, and Privates shown above:		
4th Rating: Cooks, first	1	1
5th Rating: Cooks, Assistant	1	1
6th Rating: Mechanics	1	1
Automatic Riflemen		1

TABLES OF ORGANIZATION, NATIONAL GUARD

CAVALRY HEADQUARTERS UNITS

Division, Brigade, Regiment, Squadron

War Dept., Tables No.	404-P		422-P		424-P			424-P
	Division Headquarters Troop		Brigade Headquarters Troop		Regimental Headquarters Troop			Sqdrn. Hqrs., Troop
	50-64	65-81	50-84	65-78	50-64	65-68	69-86	
Captain.....	1	1	1	1	1	1
1st Lieutenants.....	1	1	1	1
Second Lieutenants.....	1	1	1	1	1	1	1
Total commissioned.....	3	2	2	3	3	3	1
Master Sergeant.....	1	1	1
Technical Sergeants.....
First Sergeants.....	1	1	1	1	1	1	1
Staff Sergeants.....	3	1
Sergeants.....	4	7	5	8	5	6	9	2
Corporals.....	4	6	3	4	5	6	6	2
Privates First Class.....	13-18	17-22	13-18	17-21	12-17	17-18	16-22	5
Privates.....	23-37	34-35	28-37	35-44	26-35	34-36	34-44	11
Total Enlisted.....	50-64	65-81	50-64	65-78	50-64	65-68	69-86	21

The following specialists may be appointed from the Privates First Class and Privates.

1st Class Rating								
Clerk.....	2
2nd Class Rating								
Clerk.....	1	4
4th Class Rating								
Cooks (First).....	1	2	1	1	1	1	2	1
Horseshoers.....	2	3	1	2	1	1	1
Clerks.....	1
Operators.....	2	5	1	2	3	1
5th Class Rating								
Cook (Assistant).....	1	2	1	1	1	1	1
Saddler.....	1	1	1	1	1
Chauffeurs.....	1	4	1	1	1
Clerks.....	2	2	1	1	3
6th Class Rating								
Mechanic.....	1	1
Chauffeurs.....	3	6
Motorcyclists.....	5	9	2	3	1	1	4	1
Wagoners.....	5	9	1	2
Scouts.....	5	6	1
Total Specialists.....	19	33	12	23	8	9	22	4

HEADQUARTERS TROOP, CAVALRY BRIGADE. To be commanded by a Captain as prescribed by M. B. Modified Tables and to have one additional Second Lieutenant.

HEADQUARTERS DETACHMENT, CAVALRY SQUADRON. To be commanded by First Lieutenant on Squadron Headquarters Staff with Second Lieutenant as Assistant, as prescribed by M. B. Modified Tables now in force. (Cir. Let. No. 7., M. B. 1922.)

TABLES OF ORGANIZATION, NATIONAL GUARD

CAVALRY SERVICE TROOP—CAVALRY TROOP—MACHINE GUN TROOP

War Dept. Tables	425-P			428-P			429-P		
	Cavalry Regiment Service Troop			Cavalry Troop			Cavalry Machine Gun Troop		
	50-64	65-91	92-114	50-64	65-76	77-96	50-64	65-80	81-101
Captain.....	1	1	1	1	1	1	1	1	1
First Lieutenant.....	2	2	2	1	1	1	1	1	1
Second Lieutenant.....	1	1	1	1	1	1	2	2	2
Total Commis- sioned.....	4	4	4	3	3	3	3	4	4
Master Sergeants...	2	2	2
First Sergeants.....	1	1	1	1	1	1	1	1	1
Staff Sergeants.....	1	1	1
Sergeants.....	5	6	8	5	6-7	11	5	6-7	10
Corporals.....	5	6	8	5	6-7	10	5	6-7	9
Privates First Class	12-16	16-25	24-31	13-17	17-20	18-24	13-17	17-21	20-27
Privates.....	24-34	33-50	48-53	26-36	35-41	37-50	26-36	35-44	41-54
Total Enlisted..	50-64	65-91	92-114	50-64	65-76	77-96	50-64	65-80	81-101

The following Specialists may be appointed from Privates First Class and Privates.

2nd Class Rating									
Musicians.....	2	2	4
3rd Class Rating									
Musicians.....	3	3	6
4th Class Rating									
Cooks (First)...	1	1	1	1	1	1	1	1	1
Horseshoers.....	1	1	3	1	1	2	1	1	2
Chief Mechanic..	1	1
5th Class Rating									
Cook (Asst.)...	1	1	1	1	1	1	1	1	1
Musicians.....	6	10	11
Clerks.....	1	1	2
Cobblers.....	2
Saddlers.....	1	1	2	1	1	1	1	1	1
Gunnery (Asst.)..	2	6
6th Class Rating									
Mechanic.....	2	1	1	1
Wagoners.....	9	12	21
Gunnery.....	1	2	4
Messengers.....	4
Total Specialists...	25	32	56	5	6	9	5	7	18

HEADQUARTERS DETACHMENT, CAVALRY MACHINE GUN SQUADRON. To be commanded by First Lieutenant on Machine Gun Squadron Headquarters Staff with First Lieutenant as assistant, as prescribed by M. B., Modified Tables now in force.

TABLES OF ORGANIZATION, NATIONAL GUARD

HEADQUARTERS AND HEADQUARTERS BATTERY, REGIMENT 77 MM. GUNS (Horsedrawn)

HEADQUARTERS AND HEADQUARTERS BATTERY, REGT. 155 MM. HOWITZERS (Motorized)

(See Militia Bureau Circular Letter No. 1, 1921)

Prescribed Enlisted Peace Strength for Regular Army 75 mm. Unit — 46. Table 34-P

Prescribed Enlisted Peace Strength for Regular Army 155 mm. Unit — 60. Table 134-P.

	Hdqrs. and Hdqrs. Battery 75 mm. F. A. Regiment			Hdqrs. and Hdqrs. Battery 155 mm. F. A. Regiment		
	Regt. Hdqrs.	Hdqrs. Btry.	TOTAL	Regt. Hdqrs.	Hdqrs. Btry.	TOTAL
Colonel.....	1	1	1	1
Lieutenant-Colonel.....	1	1	1	1
Captains.....	2	1	3	2	2	3
First Lieutenants.....	1	1	2	1	1	2
Total Commissioned.....	5	2	8*	5	2	8*
Master Sergeant (Regt. S. M.).....	1	1	1	1
First Sergeant.....	1	1	1	1
Staff Sergeants (Color)	2	2	2	2
Sergeants, including:.....	6	6
Chief of Regt. Scouts.....	1	1
Mess and Supply.....	1	1
Signal and Inst.....	3	3
Stable or Motor.....	1	1
.....	(Stable)	(Motor)
Corporals, including:.....	8	8
Clerk and Scouts (2).....	3	3
Signal (3) and Inst.....	4	4
Range Finder.....	1	1
Privates, First Class and Privates.....	28	28	42	42
Total Enlisted.....	46	46	60	60*

The following specialists may be appointed from the Privates, First Class, and Privates listed above:

4th Class.....	3	2
Chief Mechanic.....	1
Cook, First.....	1	1
Horseshoers.....	2	1
5th Class.....	2	3
Cook, Assistant.....	1	1
Saddler.....	1
Chauffeurs.....	2
6th Class.....	3	13
Mechanics.....	1	2
Chauffeurs.....	2	11

* These Tables are copies of Regular Army Tables, the only changes being in the definite assignment of officers to specified grades instead of allowing the latitude in this respect required to meet the Regular Army situation. One Chaplain is included in the total of officers shown.

The duties of officers and of the enlisted men not rated as specialists may be secured from Regular Army Tables when issued.

The enlisted strength of the 155 mm. Howitzer unit is shown as 60 men and National Guard units should enroll that strength for recognition. If this is found to be impracticable without undue delay, the unit may be reduced to 1 Staff Sergeant, 2 Corporals and 6 Privates, 1st Class, for recognition with 50 men only.

The maintenance strength of this unit is 60 men.

TABLES OF ORGANIZATION, NATIONAL GUARD

SERVICE BATTERY, 75-mm. gun regiment (horse-drawn); ammunition train, Artillery, (brigade), for MINIMUM strengths of 50 and 65 Men

(Prescribed enlisted peace strength of Regular Army service battery (75-mm.), 103. Prescribed enlisted peace strength of Regular Army ammunition train, 67.)

	SERVICE BATTERY								Ammunition Train (Brigade)		
	50-64 men				65-82 men				50-53 men ¹		
	Regimental section.	Band section.	First and Second battalion sections.	Total.	Regimental section.	Band section.	First and Second battalion sections.	Total.	Train headquarters and wagon sections.	Trucks and ambulance sections.	Total.
Captain	1			1	1			1	1		1
First lieutenant	1			1	1			1		1	1
Second lieutenants			2	2			2	2	1		1
Warrant officer		1		1		1		1			
Master sergeants	² 1		³ 1	2			1	2			
First sergeant	1			1	1			1	1		1
Staff sergeants, including assistant band leaders and supply	1	1		2	1	1		2			
Sergeants, including —											
Band and personnel	1	1		5	1	1		6			5
Sergeant bugler and stable	1				1	1					
Supply and wagon master	2				2				2		
Motor									2	1	
Corporals, including —											
Band and clerk	1	2		5	1	3		6	1		4
Assistant wagon master			2				2		1		
Assistant truckmaster									1		
Ammunition										1	
Privates first class and privates	9-16	15	11-18	35-49	23-31	15	11-20	49-66	27-30	13	40-43
Total enlisted	17-24	19	14-21	50-64	31-39	21	14-23	66-83	34-37	16	50-53
The following specialists may be appointed from the privates first class and privates shown above:											
Second rating —											
Musicians		2		2	2			2			
Third rating —											
Musicians		3		3	3			3			
Fourth rating —											
Musicians		2		2	2			2			
Cooks, first	1			1	1			1	1		1
Horseshoers	1			1	1			1			
Fifth rating —											
Musicians		8		8	8			8			
Cooks, assistant					1			1			
Saddlers	1			1	1			1			
Sixth rating —											
Mechanics	1			1	1			1	1		1
Wagoners	3		2	5	5		4	9	10		10
Chauffeurs									3	10	13

¹ For enlisted strength greater than 53 use Regular Army tables.

² Personnel.

³ Supply.

TABLES OF ORGANIZATIONS, NATIONAL GUARD

HEADQUARTERS and HEADQUARTERS DETACHMENT, and Combat Train 75-mm. Gun Battalion, for MINIMUM strength of 50 to 67 Men

(Prescribed enlisted peace strength of Regular Army Units, 85 men.)

	Battalion head- quarters.	Headquarters detachment and combat train, 50-67 men.				Total.
		Head quarters. detach- ment.	Train head- quarters.	First platoon.	Second platoon.	
Major.	1					1
Captains.	1		1			2
First lieutenants.	2			1		3
Second lieutenant.			1			1
First sergeants.			1			1
Staff sergeant (battalion sergeant major).		1				1
Sergeants.		2		0-2	2	4-6
Corporals, including —						
Caisson.				2	1	} 10
Scouts (2), signal (2).		4	1			
Train clerk (1).		2				
Range finder (1), instrument (1).		2				
Privates first class and privates.		18	1	3-18	12	34-49
Total enlisted.		27	3	5-22	15	50-67
The following specialists may be ap- pointed from the privates first class and privates shown above:						
Fourth rating —						
Cooks, first.					1	} 3
Horseshoers.					2	
Fifth rating —						
Cooks, assistant.					1	} 2
Saddlers.					1	
Sixth rating —						
Mechanics.					2	} 3
Motorcyclists.		1				

¹ One chief of battalion scouts; one agent.

² Chiefs of section.

³ One stable; one supply.

For a 50-man unit it is contemplated that the first, second, and third sections of two platoons will have assigned thereto no enlisted men except for one caisson corporal and one ammunition server to each section. As soon as the unit enrolls 68 enlisted men the Regular Army tables must be followed.

TABLES OF ORGANIZATION, NATIONAL GUARD

75 mm. FIELD ARTILLERY BATTERY (Horse-drawn) for MINIMUM Strengths of 50 and 64 Men Per Battery

FIELD ARTILLERY BATTERY 75 mm. (Horsedrawn)

(See Militia Bureau Circular Letter No. 1, 1921)

(Prescribed Minimum Peace Strength of Corresponding Regular Army Unit — 114)

	50-64 Men						65-91 Men					
	Battery Headquarters.	Battery Detail.	Firing Battery			Total.	Battery Headquarters.	Battery Detail.	Firing Battery			Total
			1st Platoon.	2nd Platoon.	3rd Platoon.				1st Platoon.	2nd Platoon.	3rd Platoon.	
Captain.....	1					1	1					1
First Lieutenant.....			1	1		2			1	1		2
Second Lieutenant.....					1	1			1		1	1
First Sergeants...	1					1	1					1
Sergeants including:						5-6						6-7
Chiefs of Section.....			2	1a				2	1-2a			
Supply (and Mess).....					1					1		
Stable.....					1					1		
Instrument.....		1					1					
Corporals including:						6						7-8
Company Clerk.....	1						1					
Instrument.....		1						1				
Signal.....		1						1				
Scout.....		1						1				
Gunners.....			2					2	1-2a			
Privates, First Class and Privates.....	2	5	26	0-13a	5	33-51	2	5	26	13-26	5-16	51-75
Total Enlisted....	4	9	30	0-14	7	50-64	4	9	30	15-30	7-18	65-91

(a) When the battery enlisted strength reaches 64 men, the Third Section may be organized. As the strength approaches 91 men, the Fourth Section may be organized. For a strength greater than 91 men, the non-commissioned officers and specialists may be appointed as in the Regular Army and all Sections may be organized.

The following specialists may be appointed from the Privates, First Class, and Privates shown above:

4th Rating	3	4
Chief Mechanic.....	1	1
Cooks, first.....	1	1
Horseshoers.....	1	2
5th Rating	1	2
Cooks, Assistant.....	1
Saddlers.....	1	1
6th Rating	2	2
Mechanics.....	2	2

All of the specialists shown above are attached to the Maintenance Section, 3rd Platoon.

TABLES OF ORGANIZATION, NATIONAL GUARD

SERVICE BATTERY, Regiment 155-mm. Howitzers (motorized), for MINIMUM Strengths of 50 and 65 Men

(Prescribed enlisted peace strength of Regular Army service battery (155-mm. howitzers), 97.)

	50-64 men.				65-77 men.			
	Regi- mental section.	Band section.	First, second, and third bat- talion sec- tions.	Total.	Regi- mental section.	Band section.	First, second, and third bat- talion sec- tions.	Total.
Captain.....	1			1	1			1
First lieutenant.....	1			1	1			1
Second lieutenants.....			3	3			3	3
Warrant officer.....		1		1		1		1
Master sergeants.....	¹ 1		² 1	2	1		1	2
First sergeants.....	1			1	1			1
Staff sergeants, including —								
Assistant band leader.....		1		2		1		2
Supply.....			1				1	
Sergeants, including —								
Band and personnel.....	1	³ 1		5	1	1		5
Sergeant, bugler.....								
Supply and truckmasters.....	2				2			
Corporals, including —								
Agent.....					1			
Band and clerk, headquar- ters.....		2		5		3		8
Clerk, battery.....	1				1			
Assistant truckmasters.....	1		¹		1		²	
Privates first class and privates	9-16	15	11-18	35-49	9-14	15	23-30	47-59
Total enlisted.....	16-23	20	14-21	50-64	17-22	21	27-34	65-77
The following specialists may be appointed from the pri- vates first class and privates shown above:								
Second Class —								
Musicians.....		2		2		2		2
Third Class —								
Musicians.....		3		3		3		3
Fourth Class —								
Musicians.....		2		2		2		2
Cooks, first.....	1			1	1			1
Chief mechanic.....	1			1	1			1
Fifth Class —								
Musicians.....		8		8		8		8
Cooks, assistant.....					1			1
Sixth Class —								
Mechanics.....	1			1				1
Chauffeurs.....	6		6	12	8		9	17

¹ Personnel.

² Supply.

³ Performs the duties of agent.

TABLES OF ORGANIZATION, NATIONAL GUARD

HEADQUARTERS, HEADQUARTERS DETACHMENT and COMBAT TRAIN, 155 mm. HOWITZER BATTALION, National Guard, for MINIMUM Strengths of 50 to 59 Men

BATTALION HEADQUARTERS AND HEADQUARTERS DETACHMENT — REGIMENT
155 MM HOWITZERS (Motorized)

BATTALION COMBAT TRAIN — REGIMENT 155 MM. HOWITZERS (Motorized)

(See Militia Bureau Circular Letter No. 1, 1921)

Prescribed Enlisted Peace Strength of Regular Army Unit — 74 Men.

	Battalion Hdqrs.	50-59 Men.					
		HEADQUARTERS DETACHMENT AND COMBAT TRAIN					
		Hdqrs. Detach.	Train Hdqrs.	1st Section	2nd Section	Maint. Section	Total
Major.....	1	1
Captains.....	1	1	2
First Lieutenants.....	2	1	3
Second Lieutenants.....	1	1
First Sergeants.....	1	1
Staff Sergeants (Bn. S. M.).....	1 2	1
Sergeants.....	(1 Ch. of Bn. Scouts) (1 Agent)	1 (Ch. of Sect.)	1 (Supply)	4
Corporals, including:...	7
Scouts (2), Signal (2).	4
Train Clerk (1).....	1
Range Finder (1), Inst. (1).....	2
Privates, 1st Class and Privates.....	20-23	5	1-7	11	37-46
Total Enlisted.....	29-32	7	2-8	12	50-59

The following specialists may be appointed from the Privates, First Class, and Privates shown above:

4th Class —.....	2
Cooks, first.....	1
Chief Mechanic.....	1
5th Class —.....	1
Cooks, Assistant.....	1
6th Class —.....	11
Mechanics.....	1
Chauffeurs.....	5	1	4

As soon as the unit enrolls 60 enlisted men the Regular Army Tables must be followed.

TABLES OF ORGANIZATION, NATIONAL GUARD

155 mm. HOWITZER REGIMENT (Motorized) for MINIMUM Strengths of 50 and 65 Men

BATTERY, REGIMENT 155 MM. HOWITZERS (Motorized)

(See Militia Bureau Circular Letter No. 1, 1921)

Prescribed Enlisted Peace Strength of Regular Army 155 mm. Howitzer Battery — 114.

	50-64 Men.					65-91 Men.				
	Battery Headquarters.	Battery Detail.	Firing Battery			Battery Headquarters.	Battery Detail.	Firing Battery		
			1st Platoon.	2nd Platoon.	3rd Platoon.			1st Platoon.	2nd Platoon.	3rd Platoon.
Captain.....	1					1				
First Lieutenant.....			1	1				1	1	
Second Lieutenant.....					1					1
First Sergeants.....	1					1				
Sergeants including Chiefs of Section.....			2	1a				2	1-2a	
Supply (and Mess) Signal.....	1			1		1			1	
Instrument.....	1					1				
Corporals including: Battery Clerk.....	1				6	1				
Instrument.....										
Signal.....	1					1				
Scout.....	1					1				
Gunners.....			2					2	1-2a	
Privates, First Class and Privates.....	2	5	26	0-13a	5	2	5	26	13-26	5-16
Total Enlisted.....	5	9	30	0-14	6	50-64	5	9	30	15-30
										6-17
										65-91

(a) When the battery enlisted strength reaches 64 men, the Third Section may be organized. As the strength approaches 91 men, the Fourth Section may be organized. For a strength greater than 91 men, the non-commissioned officers and specialists may be appointed as in the Regular Army and all Sections may be organized.

The following specialists may be appointed from the Privates, First Class, and Privates shown above:

4th Class —					1	4					5
Chief Mechanic.....					1					1	
Cooks, first.....										1	
Chauffeurs.....			2					2	1		
5th Class —						1					3
Cooks, Assistant.....										1	
Chauffeurs.....		1					1			1	
6th Class —						6					7
Mechanics.....					2					2	
Chauffeurs.....	1	1	2				1	1	2	1	

TABLES OF ORGANIZATION, NATIONAL GUARD

CORPS (FIELD) ARTILLERY REGIMENT (Motorized GPF) Tables the same for 155 mm. and 6", Guns, 8" 9.2", 240 mm. Howitzers

War Dept. Tables No.	144-P	145-P	147-P	148-P
	Regimental Headquarters Battery	Regimental Service Battery	Battalion Headquarters and Combat Tr.	Motorized Battery
Captain.....	1	1	1
First Lieutenant.....	1	1	1	2
Second Lieutenant.....	1	1
Total commissioned.....	3	2	1	4
Master Sergeants.....	1	2
First Sergeants.....	1	1	1	1
Staff Sergeants.....	4	3	1	1
Sergeants.....	7	7	6	10
Corporals.....	7	10	7	10
Privates First Class.....	13	24	19	31
Privates.....	26	49	39	64
Total Enlisted.....	59	96	73	117

The following specialists may be appointed from Privates First Class and Privates.

2nd Class Rating —				
Musicians.....	4
3rd Class Rating —				
Musicians.....	6
4th Class Rating —				
Cook (First).....	1	1	1	2
Clerks.....	1
Musicians.....	2
Drivers (Tractor).....	5
Mechanic (Chief).....	1
5th Class Rating —				
Cook (Assistant).....	1	1	1	1
Chauffeur.....	2	4	3	5
Clerk.....	1
Driver (Tractor).....	1	1	2
Cobbler.....	1
Musicians.....	11
6th Class Rating —				
Chauffeur.....	7	13	23	7
Operator (Radio).....	2	2
Mechanic.....	3	3	2
Total Specialists.....	15	48	33	25

TABLES OF ORGANIZATION, NATIONAL GUARD

BATTERY, ARTILLERY REGIMENT (155-mm. guns), for MINIMUM Strengths of 50 and 65 Men

(Prescribed enlisted peace strength of Regular Army 155-mm. gun battery, 117.)

	50-64 men.					65-94 men.				
	Battery head-quarters.	First platoon.	Second platoon.	Third platoon.	Total.	Battery head-quarters.	First platoon.	Second platoon.	Third platoon.	Total.
Captain.....	1				1	1				1
First Lieutenant.....	1	1	1		2	1	1	1		2
Second Lieutenant.....				1	1				1	1
First Sergeant.....	1				1	1				1
Staff Sergeant, inclusive.....	1				1	1				1
(Motor).....	(1)					(1)				
Sergeants, inclusive.....	1	2	1-2	1	5-6	2	2	2	1-3	7-9
Chiefs of Section.....		(2)	(1-2)			(2)	(2)	(2)	0-(2)	
Observer.....						(1)				
Mess.....										
Communication.....	(1)					(1)				
Supply.....				(1)					0-(1)	
Corporals, inclusive.....	3	2	1-2		6-7	3	2	2	0-1	7-8
Agent.....										
Clerk.....	(1)					(1)				
Gunners.....		(2)	(1-2)				(2)	(2)		
Observers.....	(1)					(1)				
Scout.....	(1)					(1)				
Privates first class and privates, inclusive.....	8	22	4-16	3	37-49	8	22	16-22	3-23	49-75
Chauffeurs, fifth class.....	(1)					(1)			0-(4)	
Chauffeurs, sixth class.....									0-(3)	
Cooks, assistant, fifth class.....	(1)					(1)			0-(1)	
Cooks, first, fourth class.....	(1)					(1)				
Drivers, tractors, fourth class.....		(2)	(2)	(1)			(2)	(2)	(1)-(1)	
Drivers, tractors, fifth class.....				(1)					(1)-(2)	
Mechanics, chief, fourth class.....	(1)					(1)				
Mechanics, sixth class.....				(1)					(1)-(2)	
Miscellaneous (not rated).....	(4)	(20)	(2)-(14)			(4)	(20)	(14)-(20)	0-(11)	
Total enlisted.....	14	26	6-20	4	50-64	15	26	20-26	4-27	65-94

TABLE OF ORGANIZATION, NATIONAL GUARD
HEADQUARTERS and HEADQUARTERS BATTERY, ANTI-AIRCRAFT
ARTILLERY, for MINIMUM Strength of 50 Men.

(Prescribed enlisted peace strength of Regular Army unit, 65 men.)

	Head- quarters.	Head- quarters battery.
Colonel.....	1
Lieutenant Colonel.....	1
Captains.....	2
First Lieutenant.....	1	1
Second Lieutenant.....	1	1
First Sergeant.....	1
Staff Sergeants, inclusive.....	2
Radio.....	(1)
Sergeants, Major.....	(1)
Sergeants, inclusive.....	4
Corporals, inclusive.....	4
Privates first class and Privates, inclusive.....	39
Chauffeur, fifth class.....	(1)
Chauffeurs, sixth class.....	(4)
Cook, assistant, fifth class.....	(1)
Cook, first, fourth class.....	(1)
Miscellaneous (not rated).....	(32)
Total enlisted.....	50

HEADQUARTERS BATTERY, ANTI-AIRCRAFT REGIMENT. — To be commanded by First Lieutenant as prescribed by M. B. Modified Tables and to have one additional Second Lieutenant. (Cir. Let. No. 7 — M. B. 1922.)

TABLES OF ORGANIZATION, NATIONAL GUARD

BATTALION HEADQUARTERS and COMBAT TRAIN, ANTI-AIRCRAFT ARTILLERY, for MINIMUM Strength of 50 Men.

(Prescribed enlisted peace strength of Regular Army unit, 67 men.)

	Battalion head- quarters.	Headquarters detachment and combat train.			
		Head- quarters detach- ment.	Train head- quarters.	Sections (3).	Mainten- ance section.
Major.....	1				
Captain.....	1				
First Lieutenant.....	1		1		
Second Lieutenant.....		1			1
First Sergeant.....			1		
Staff Sergeant, inclusive.....		1			
Sergeants, Major.....		(1)			
Sergeants, inclusive.....		1		3	1
Corporals, inclusive.....		1	1	3	
Privates First Class and Privates, inclusive.....		11	2	15	10
Chauffeurs, fifth class.....		(1)			
Chauffeurs, sixth class.....		(1)		(12)	(2)
Clerk, sixth class.....		(1)			
Cook, assistant, fifth class.....					(1)
Cook, first, fourth class.....					(1)
Mechanic, sixth class.....		(1)			(1)
Radio operator, sixth class.....		(1)			
Miscellaneous (not rated).....		(6)	(2)	(3)	(5)
Total enlisted.....		14	4	21	11

BATTALION HEADQUARTERS (MACHINE GUN) ANTI-AIRCRAFT ARTILLERY

(Prescribed enlisted peace strength of Regular Army unit, 16 men.)

	Battalion head- quarters	Head- quarters detach- ment.
Major.....	1	
First Lieutenant.....		1
Staff Sergeant, inclusive.....		1
Sergeants Major.....		(1)
Sergeants, inclusive.....		1
Corporal, inclusive.....		1
Privates first class and Privates, inclusive.....		13
Chauffeurs, fifth class.....		(1)
Chauffeurs, sixth class.....		(2)
Cooks, first, fourth class.....		(1)
Mechanics, sixth class.....		(1)
Radio Operators, sixth class.....		(2)
Miscellaneous (not rated).....		(6)
Total enlisted.....		16

TABLES OF ORGANIZATION, NATIONAL GUARD

SERVICE BATTERY, ANTIAIRCRAFT ARTILLERY, for MINIMUM Strengths of 50 and 65 Men.

(Prescribed enlisted peace strength of Regular Army unit, 92 men.)

	Regimental section.	Band section.	First battery section (gun.)	Second battery section (machine gun).
Captain.....	1		1	
First Lieutenant.....			1	
Second Lieutenant.....				1
Warrant Officers.....		1		
Master Sergeants, inclusive.....	1		1	
Sergeants, Major.....	(1)		(1)	
Supply.....				
First Sergeants.....	1			
Staff Sergeants.....		1		1
Assistant band leaders.....		(1)		
Supply.....				(1)
Sergeants, inclusive.....	3	2		
Band.....		(1)		
Bugler.....		(1)		
Miscellaneous.....	(3)			
Corporals, inclusive.....	2-3		1	1
Privates first class and Privates, inclusive.....	9-14	17-20	5-8	5-8
Chauffeurs, fifth class.....	(1)			
Chauffeurs, sixth class.....	(3)-(4)		(2)	(2)
Cooks, assistant, fifth class.....	(1)			
Cooks, first, fourth class.....	(1)			
Musicians, second class.....		(2)-(3)		
Musicians, third class.....		(3)-(4)		
Musicians, fourth class.....		(1)		
Musicians, fifth class.....		(11)-(12)		
Miscellaneous (not rated).....	(3)-(7)		(3)-(6)	(3)-(6)
Total enlisted.....	16-22	20-23	7-10	7-10

TABLE OF ORGANIZATION

SEARCHLIGHT BATTERY, ANTIAIRCRAFT ARTILLERY, for MINIMUM Strengths of 50 and 65 Men.

(Prescribed enlisted peace strength of Regular Army unit, 114 men.)

	Battery head-quarters.	Operation section.	Maintenance section.
Captain.....	1		
First Lieutenant.....	1		
Second Lieutenant.....	1		
Master Sergeants, inclusive.....			1
Engineers.....			(1)
First Sergeant.....	1		
Staff Sergeants, inclusive.....		2	1
Electrician.....		(2)	(1)
Sergeants, inclusive.....	1	4	
Corporals, inclusive.....	1	4-8	1
Privates first class and Privates, inclusive.....	4	29-40	1
Chauffeurs, fifth class.....		(4)	
Chauffeurs, sixth class.....	(2)		(1)
Cooks, assistant, fifth class.....	(1)		
Cooks, first, fourth class.....	(1)		
Mechanics, sixth class.....		(4)	
Miscellaneous (not rated).....		(22)-(32)	
Total enlisted.....	7	39-54	4

TABLES OF ORGANIZATION, NATIONAL GUARD

BATTERY ANTI-AIRCRAFT ARTILLERY, for MINIMUM Strength of 50 Men.

(Prescribed enlisted peace strength of Regular Army unit, 76 men.)

	Battery head- quarters.	Firing sections (4).	Mainte- nance section.
Captain.....	1
First Lieutenant.....	1
Second Lieutenant.....	1
First Sergeant.....	1
Sergeants, inclusive.....	2	4	1
Corporals, inclusive.....	1	4
Privates first class and Privates, inclusive.....	9	24	4
Chaufeurs, fifth class.....	(4)
Chaufeurs, sixth class.....	(1)
Cooks, assistant, fifth class.....	(1)
Cooks, first, fourth class.....	(1)
Mechanics, chief, fourth class.....	(1)
Mechanics, sixth class.....
Miscellaneous (not rated).....	(6)	(20)	(3)
Total enlisted.....	13	32	5

TABLES OF ORGANIZATION, NATIONAL GUARD
RAILWAY ARTILLERY

War Dept., Tables No.	552-P	554-P	555-P	558-P
	Railway Brigade Head- quarters.	Railway Regiment Head- quarters. Battery.	Railway Regiment Service Battery	Railway Battery
Captain.....				1
First Lieutenant.....				1
Second Lieutenant.....		1	1	1
Total Commissioned.....		1	1	3
Master Sergeants.....	1	1	4	
Technical Sergeants.....			2	
First Sergeants.....		1	1	1
Staff Sergeants.....	3	7	8	
Sergeants.....	5	15	9	
Corporals.....	7	16	10	12
Privates First Class.....	9	22	23	28
Privates.....	20	46	46	56
Total enlisted.....	44	108	103	106

The following specialists may be appointed from Privates First Class and Privates

2nd Class Rating				
Musicians.....			4	
3rd Class Rating				
Musicians.....			6	
Firemen.....			4	
4th Class Rating				
Cooks (first).....	1	1	1	1
Clerks.....	1		1	
Mechanics (chief).....			1	
Musicians.....			2	
5th Class Rating				
Cook (assistant).....		1	1	1
Chauffeurs.....	3	4	2	
Clerks.....		1		
Cobbler.....			1	
Musicians.....			11	
6th Class Rating				
Chauffeurs.....	7	33	3	2
Clerks.....	1			
Mechanics.....	1	3	3	3
Operators (radio).....	2	8		
Total specialists.....	16	51	40	8

TABLES OF ORGANIZATION, NATIONAL GUARD

AMMUNITION COMPANY, AMMUNITION TRAIN, CORPS ARTILLERY BRIGADE, and Officer Personnel of Remaining Units of Corps Artillery Brigade Ammunition Train.

(Prescribed enlisted peace strength of Regular Army ammunition company of Corps Artillery ammunition train, 70 men (T. O. 158-P).)

Ammunition company.	50-55 men.
Captain.	1
Second Lieutenant.	1
Train headquarters and transport companies (T. O. 157-P) enroll less than 50 men each. For corresponding National Guard units Regular Army tables will therefore apply.	
Company headquarters — As prescribed for Regular Army.	
First section — As prescribed for Regular Army, adding privates first class and privates for company enrollment above 46 men until 56 men are enrolled, whereupon second section may be formed and Regular Army organization followed.	

OFFICER PERSONNEL.	Train head- quarters.	Trans- port company.
Major.	1
Captains.	1 2
First Lieutenants.	2	1
Second Lieutenants.	2
Total commissioned.	7	1

¹ Executive and munitions officers. The latter commands the train headquarters detachment of 26 men, but is rated as a staff officer.

TRANSPORT COMPANY, ARTILLERY AMMUNITION TRAIN. — To be commanded by a First Lieutenant, as previously authorized and to have an additional Second Lieutenant. (Circ. Let. No. 7, M. B. 1922).

TABLES OF ORGANIZATION, NATIONAL GUARD

COAST ARTILLERY COMPANY, for MINIMUM Strengths of 50 and 65 Men and for Normal Peace Strength of 97 Men.

(Applicable only to companies assigned to fixed defenses.)

	50-64 men.	65-78 men.	97 men.
Captain.	1	1	1
First Lieutenant.	1	1	1
Second Lieutenant.	1	1	1
Total commissioned.	3	3
First Sergeants.	1	1	1
Sergeants including sergeants for mess and supply duty).	5	6	8
Corporals.	5	7	10
Privates first class.	13-17	17-20	20-26
Privates.	26-36	34-44	40-52
Total enlisted.	50-64	65-78	79-97
The following specialists authorized to be appointed from the privates first class and privates shown in the above table:			
4th Rating —			
Cooks, first.	1	1	1
5th Rating —			
Cooks, assistant.	1	1	1
6th Rating —			
Mechanics.	2	2	2

The Coast Artillery ratings allowed to a company are: One plotter, two gun commanders, two gun pointers, one observer first class, and one observer second class.

TABLES OF ORGANIZATION, HEADQUARTERS COAST ARTILLERY FOR ASSIGNMENT TO FIXED DEFENSES

Number of Coast Artillery Companies in Command:	1	2	3	4	5	6	7	8	9	10	11	12
Colonel.....								1	1	1	1	1
Lieutenant Colonel.....						1	1	1	1	1	1	1
Majors.....			1	1	2	2	2	2	2	3	3	3
Captains.....				1	1	1	1	2	2	2	2	3
First Lieutenants.....			1	1	1	2	2	2	2	2	3	3
Second Lieutenants.....			1	1	2	2	2	2	2	3	3	3
Total Commissioned for Headquarters.....			3	4	6	8		10	10	12	13	14
Master Sergeants												
Engineers.....			1	1	1	1	2	2	2	2	2	2
Master Electricians.....					1	1	1	1	1	1	1	2
Master Gunners.....							1	1	1	1	1	1
Sergeants, Major.....						1	1	1	1	2	2	2
First Sergeants.....								1	1	1	1	1
Technical Sergeants												
Assistant Engineers.....		1	1	2	2	2	3	3	3	4	4	4
Electricians.....			1	1	2	2	2	3	3	3	3	4
Staff Sergeants												
Assistant Engineers.....		1	1	1	2	2	2	2	3	3	3	3
Color Sergeants.....								1	1	1	1	2
Electricians.....		1	1	2	2	2	3	3	3	3	4	4
Master Gunners.....					1	1	1	1	1	2	2	2
Radio.....					1	1	1	2	2	2	2	3
Sergeants, Major.....			1	1	2	2	2	2	2	2	3	3
Sergeants												
Mess.....						1	1	1	1	1	1	1
Personnel.....				1	1	1	1	1	1	1	1	1
Supply.....					1	1	1	1	1	1	1	1
Miscellaneous.....			2	3	4	4	5	6	7	8	8	9
Corporals.....			3	4	5	6	7	8	8	8	8	9
Privates first class.....			2	3	3	4	6	7	8	8	8	10
Privates.....			6	7	8	10	14	16	16	16	16	20
Band (see previous page).....							30	30	30	30	30	30
Total enlisted personnel.....	1	3	20	26	36	73	84	93	97	101	103	115

The following specialists may be appointed from Privates first class and Privates.

3rd Class Rating —												
Firemen.....			1	2	2	2	2	3	3	3	3	4
4th Class Rating —												
Cooks (first).....						1	1	1	1	1	1	1
Clerks.....								1	1	1	1	1
5th Class Rating —												
Cooks (assistant).....								1	1	1	1	1
6th Class Rating —												
Mechanic.....							1	1	1	1	1	1
Radio (operator).....			1	1	1	1	2	2	2	2	2	3
Switchboard (operator).....							1	1	1	1	1	2
Clerk.....							1	1	1	1	1	2
Total specialists.....			2	3	3	4	8	11	11	11	11	15

TABLES OF ORGANIZATION, NATIONAL GUARD

HEADQUARTERS and SERVICE COMPANY, ENGINEERS (Divisional, Corps or Army), for MINIMUM Strengths of 50 and 65 Men per Company

HEADQUARTERS AND SERVICE COMPANY, ENGINEER REGIMENT

(See Militia Bureau Circular Letter No. 1, 1921)

Prescribed Enlisted Peace Strength of Corresponding Regular Army Unit — 170.

	Hdqrs. Section		Mounted Platoon or Eng. Dump Section		Transport Platoon		Band Section		Total	
	50 Men	65 Men	50 Men	65 Men	50 Men	65 Men	50 Men	65 Men	50-64 Men	65-136 Men
Captains.....	1	1							1	1
First Lieutenants.....			1	1	1	1			2	2
Warrant Officers.....							1	1	1	1
Master Sergeants.....	3 (1 Regt. S. M.) (1 Personnel) (1 Supply) (1 (a))	4 (3 (a))							3	4
Technical Sergeants.....	2 (a)	3 (a)							2	3
First Sergeants.....	1	1							1	1
Staff Sergeants.....	3 (a)	3 (a)				1 (a)	1	1	4	5
Sergeants.....	2 (a)	3 (a)	1 (a)	1 (a)	1 (a)	1 (a)	1	1	5	6
Corporals.....	2 (a)	2 (a)	1 (a)	2-4 (a)		0-5 (a)	4	4	7	8-15
Privates, First Class and Privates.....	3	3-12	7-14	14-21	5-12	8-42	13	13-27	28-42	38-102
Total enlisted....	16	19-28	9-16	17-26	6-13	10-49	19	19-33	50-64	65-136

The following specialists are authorized to be appointed from the Privates, First Class, and Privates shown in above Table:

2nd Rating.....							3	3	3	3
Musicians.....							3	3	5	5
3rd Rating.....							5	5	6	6
Musicians.....										
4th Rating.....										
Clerks.....	1	1								
Cooks, first.....	1	1	1	1						
Horseshoers*.....							2	2		
Musicians.....										
Carpenters Gen.....	1	1							7	8
5th Rating.....										
Chauffeurs.....					1	1				
Clerks.....					1	1				
Cooks, assistant.....			1	1	1	1				
Musicians.....							3	3		
Saddlers.....					1	1				
6th Rating.....									3	5
** Demolition Man			1	1						
Chauffeurs.....					2	4				

(a) The duties for the non-commissioned officers marked (a) above and for the privates, first class, and privates not rated as specialists may be selected from the duties for Personnel as indicated in Tables of Organization, 1921, for the Regular Army.

* Note — The horseshoer is a 7th class specialist in Corps or Army Engineer Regiment.

The columns headed "50-Men" apply to the organization up to an enlisted strength of 64 men; the columns headed "65 Men" apply up to a minimum enlisted strength of 136 men (80 per cent of 170). Additional men beyond a strength of 65 are added in the grades of privates, first class, and privates, the number of the former not being allowed to exceed 50 per cent of the number of the latter.

** Note — Demolition man not authorized for Corps or Army Engineer Regiment.

HEADQUARTERS AND SERVICE PLATOON COMBAT ENGINEERS (MOUNTED). — No additional officers are authorized for this unit. To be commanded by a Captain with a First Lieutenant as assistant, as prescribed by M. B. Modified Tables now in force. (Circ. Let. No. 7, M. B. 1922.)

TABLES OF ORGANIZATION, NATIONAL GUARD

ENGINEER LETTERED COMPANIES (Divisional, Corps and Army) and Companies of an Engineer Mounted Battalion for MINIMUM Strengths of 50 and 65 Men per Company

ENGINEER LETTERED COMPANY

ENGINEER COMPANY (MOUNTED BATTALION)

(See Militia Bureau Circular Letter No. 1, 1921)

Prescribed Enlisted Peace Strength of Corresponding Regular Army Units — 90 Men.

	1	2 50-64 Men	3 65-72 Men
		Company in Bn.	
1	Captain.....	1	1
2	First Lieutenant.....	1	1
3	Second Lieutenant.....	1	1
4	Total Commissioned.....	3	3
5	First Sergeant.....	1	1
6	Staff Sergeants.....	1	2
7	Sergeants (including sergeants for supply, mess and stable duty).....	5	7
8	Corporals.....	5	7
9	Private, First Class.....	12-17	16-18
10	Privates.....	26-35	32-37
11	Total Enlisted.....	50-64	65-72

The following specialists are authorized to be appointed from the Privates, First Class, and Privates shown in the above table:

12	3rd Rating (*blacksmith, (1).....		1
13	4th Rating (cook, first, (1) *carpenter, general, (1).....	1	2
14	5th Rating (horseshoer, 1b), cook, assistant, (1) *demolition man, (1).....	2	3
15	6th Rating (motorcycle drivers, 2 wagoners, 2 *draftsman, 1c *carpenters, bridge, 2) .	4	7

* Specialists marked with an asterisk are not to be appointed until the 65-man strength is attained. (b) The horseshoer in the *Mounted Company* is rated as a 4th class specialist. (c) This specialist is *not* included in the *Mounted Engineer Company* organization and is rated in the 5th Class for *Corps* and *Army Engineer Companies*.

TABLES OF ORGANIZATION, NATIONAL GUARD

AUXILIARY ENGINEER COMPANIES, for MINIMUM Strengths of 50 and 65 Men.

(Prescribed enlisted peace strength of Regular Army auxiliary Engineer company, 120 men (T. O., 169-P.).

	50-64 men.	65-95 men.
Captain.....	1	1
First Lieutenant.....	1	1
First Sergeant.....	1	1
Sergeants.....	4	5
Corporals.....	5	6
Privates, first class.....	13-18	17-27
Privates.....	27-36	36-56
Total enlisted.....	50-64	65-95
The following specialists may be appointed from the privates first class and privates shown above:		
4th Class —		
Cook, first.....	1	1
5th Class —		
Cook, assistant.....		1
Carpenter, general.....		1
6th Class —		
Carpenter, general.....	1	1
Motorcycle drivers.....	1	2

MILITARY POLICE COMPANY, DIVISIONAL, for Maximum and Minimum Strength of 50 Men.

(Prescribed enlisted peace strength of Regular Army unit, 50. For Regular Army peace time organization this unit is combined with divisional headquarters company. For National Guard the units are organized separately.)

	50 men (maximum and minimum).
First Lieutenant.....	1
Second Lieutenant.....	1
Sergeants, including acting first sergeants, acting mess and supply sergeants, and motor cyclist (1)	4
Corporals, including acting company clerk (1) and motor cyclist (1).....	6
Privates first class and privates.....	40
Total enlisted.....	50
The following specialists may be appointed from the privates first class and privates shown above:	
4th Class —	
Cook, first.....	1
5th Class —	
Cook, assistant.....	1
6th Class —	
Motor cyclists.....	4
One bugler (no rating) may be appointed.	

TABLES OF ORGANIZATION, NATIONAL GUARD

TANK COMPANY, for MINIMUM Strengths of 50 and 65 Men.

(Prescribed enlisted peace strength for Regular Army unit, 105 men.)

		50 to 64 men.				65 to 84 men.		
	One pla- toon.	Head- quarters section.	Three pla- toons.	Total.	One pla- toon.	Head- quarters section.	Three pla- toons.	Total.
Captain		1		1		1		1
First Lieutenants.	(1)		2	2	(1)		2	2
Second Lieutenants.	(1)	1	1	2	(1)	1	1	2
First Sergeant.		1		1		1		1
Staff Sergeant in charge of repair unit.		1		1		1		1
Sergeants.	1	2	3	5	1	2	3	5
Corporals.	2	3	6	9	3	3	9	12
Privates first class and Privates.	8	10-24	24	34-48	8	22-41	24	46-65
Total enlisted.	11	17-31	33	50-64	12	29-48	36	65-84
The following specialists may be appointed from the privates first class and privates shown above:								
3rd Rating —								
Bench and lathe men.		1		4	{	1		4
Blacksmiths.		1				1		
Mechanics.		1				1		
Welders.		1				1		
4th Rating —								
Cooks, first.		1		7	{	1		7
Mechanics.		3				3		
Tank drivers.	1		3			1	3	
5th Rating —								
Cooks, assistant.		1		3	{	1		3
Chauffeurs.		2				2		
6th Rating —								
Chauffeurs.		3		9	{	3		12
Motor cyclists.		2				2		
Signalmen, assistants.		1				1		
Tank drivers.	1		3			2	6	

¹ Two platoons commanded by First Lieutenants; one platoon by Second Lieutenant.

² One Mess Sergeant; one Supply Sergeant.

One platoon should remain at the same station as the company headquarters. The other two platoons may be detached, each at a separate station. A detached platoon should have its strength increased by assignment of 4 privates first class and privates from the company headquarters.

TABLES OF ORGANIZATION, NATIONAL GUARD

AIR SERVICE, OBSERVATION SQUADRON for MINIMUM Strength of 90 Men.

(Prescribed enlisted peace strength of Regular Army unit, 132. When 80 per cent. of Regular Army strength (106) is enrolled, the Regular Army table will govern the appointment of officers, noncommissioned officers, and specialists.)

	Head- quar- ters.	Supply.	Trans- porta- tion.	Engi- neering.	Arma- ment.	Com- muni- cations.	2 flights (4 air- planes each).	Total.
Major.....	¹ 1	1
Captains.....	² 1	³ 3	4
First Lieutenants.....	⁴ 1	1	⁵ 6	8
Second Lieutenants.....	⁶ 1	⁶ 1	⁵ 6	8
Total commissioned.....	3	1	1	1	15	21
Master Sergeants.....	1	2	3
Technical Sergeants.....	1	1	2
First Sergeant.....	1	1	1
Staff Sergeants.....	8	9
Sergeants.....	1	1	1	3	6
Corporals.....	4	1	1	6
Privates first class and Privates	8	3	9	13	4	6	20	⁷ 63
Total enlisted.....	10	4	10	22	6	8	30	90
The following specialists may be appointed from the privates first class and privates shown above:								
1st Class —								
Electrician, ignition.....	1
Mechanic, airplane.....	1
2nd Class —								
Armorer.....	1
Cabinetmaker.....	1
Mechanics, airplane engine.....	4
3rd Class —								
Blacksmith.....	1
Coppersmith.....	1
4th Class —								
Cook, first.....	1
Mechanic, radio.....	1
5th Class —								
Cook, assistant.....	1
Riggers, airplane.....	8
6th Class —								
Chauffeurs.....	6
Clerk.....	1
Fabric worker, airplane	1
Linemen.....	1
Mechanics, airplane engine.....	4
Metal workers.....	1
Operators, radio.....	2
Painter.....	1

¹ Pilot observer.

² Observer operations.

³ Two flight commanders, pilot, one observer.

⁴ Adjutant.

⁵ Three pilots, 3 observers.

⁶ Pilot or observer.

⁷ Twenty-one privates first class, 42 privates. For increase in strength up to 105 men add privates first class and privates in the ratio of 1 to 2.

The designation "Company", as used in regulations applying to troops of Cavalry and batteries of Field Artillery, applies also to squadrons, air parks, communications sections and photo sections of the Air Service.

The designation "Regiment", as used in regulations, applies also to groups of the Air Service. (Cir. 197 W. D. 1921.)

TABLES OF ORGANIZATION, NATIONAL GUARD

ORDNANCE COMPANY (Maintenance), for Regular Army Enlisted Strength of 48 Men and of ORDNANCE COMPANY (Heavy Maintenance) for MINIMUM Strengths of 50 and 65 Men.

(1) ORDNANCE COMPANY (Maintenance)

(2) ORDNANCE COMPANY (Heavy Maintenance)
(See Militia Bureau Circular Letter No. 1, 1921)

Prescribed Regular Army Enlisted Peace Strength of Unit (1) — 48 men.

Prescribed Regular Army Enlisted Peace Strength of Unit (2) — 115 men.

	(a) Ordnance Co. (Maintenance) Table 12-P.	Ordnance Co. (Heavy Maintenance) Table 112-P.	
		50-64 men.	65-92 men.
Captains.		1	1
First Lieutenants.	1	1	1
Second Lieutenants.	1 (a)		
Technical Sergeants (Master Mechanic)	1	1	1
First Sergeants.	1	1	1
Sergeants, including:			
Mess and Supply.	1	1	1
Section Chiefs.	4	4	4
Corporals, including:			
Company Clerk.	1	1	1
Tool and Stock Corporals.	1	2	2
Assistant Chiefs of Section.	3		2
Privates, first class, and Privates.	36	40-54	53-80
Total enlisted.	48	50-64	65-92

The following specialists may be appointed from the Privates, first class, and Privates listed above:

1st Class —			
Machinists.	1		
Electricians.	1		
Toolmakers.	1		
2nd Class —			
Armorsers.	1		
Mechanics.	2	3	4
Machinists.		1	2
Riveters and Drillers.		1	2
3rd Class —			
Blacksmith (1) Carpenter (1).	2	2	2
Mechanics.	2		
Armorer.		1	2
Copper-Tinsmith (1), Welder (1).			2
Leather Worker.			1
4th Class.			
Cooks, first.	1	1	1
Welders.	1		
Blacksmith (1), Carpenter (1).			2
5th Class			
Armorsers.	1	1	2
Cooks, Assistant.	1	1	1
Mechanics.	1	5	1
Electricians.			1
6th Class			
Armorsers.	4	1	1
Clerks.	1	2	4
Leather Workers.	1		1
Mechanics.	8	5	10
Machinists.		1	2

(a) This unit replaces the Ordnance Light Maintenance Company. The additional second lieutenant is specially authorized for National Guard Ordnance Maintenance Companies in both Infantry and Cavalry (T. O. 412-P) divisions.

ORDNANCE COMPANY (MAINTENANCE): To be commanded by a 1st Lieutenant with a 2nd Lieutenant as assistant, as previously prescribed in M. B. Modified Tables. (This applies to unit with both Inf., and Cav., Divisions.) (Cir. Let No. 7 — M. B., 1922.)

**TABLES OF ORGANIZATION, INFANTRY DIVISION TRAIN
(Q.M.C.)**

**TRAIN HEADQUARTERS, MOTOR COMPANY, REPAIR SECTION; WAGON
COMPANY**

War Dept., Tables No.	91-P	95-P	96-P	98-P		
	Train Head- quarters	Motor Transport Company	Motor Repair Section	Wagon Company Q. M. C.		
				50 to 64	65 to 78	79 to 98
Major.....	1					
Captain.....	1			1	1	1
1st Lieutenant.....	1	1	1	1	1	1
2nd Lieutenant.....	1	1				
Total Commissioned.....	3	2	1	2	2	2
Technical Sergeant.....	2		1			
1st Sergeants.....		1				
Staff Sergeant.....	1			1	1	1
Sergeants.....	1	6	1	1	2	3
Corporals.....	1	4	1	1	2	3
Privates 1st Class.....	2	11	5	15-20	20-24	24-30
Privates.....	4	22 ^a	10	32-41	40-49	48-61
Total Enlisted.....	11	44	18	50-64	65-78	79-98

The following specialists may be appointed from the Privates 1st Class and Privates.

1st Class Rating —						
Machinist.....			1			
Mechanic.....			1			
2nd Class Rating —			2			
Mechanic.....						
3rd Class Rating —			1			
Mechanic.....						
4th Class Rating						
Cook (First).....		1	1	1	2	2
Mechanic.....		1	2	1	1	1
Blacksmith.....			1			
Carpenter.....			1			
Horseshoers.....				2	3	4
5th Class Rating:						
Drivers (Motor).....		6				
Mechanics (Motor).....			1			
Saddlers.....				1	1	2
6th Class Rating —						
Cook (Asst).....		1				
Drivers (Motor).....	2	23				
Mechanics (Motor).....			2			
Motorcyclists.....	1					
Wagoners.....				10	20	32
Total Specialists.....	3	32	13	15	27	41

MOTOR TRANSPORTATION COMPANY:— To be commanded by a 1st Lieutenant with a 2nd Lieutenant as assistant as previously prescribed in M. B. Modified Tables. (Cir. Let. No. 7, M. B., 1922.)

TABLES OF ORGANIZATION, NATIONAL GUARD

MOTOR REPAIR COMPANY, QUARTERMASTER CORPS, for MINIMUM Strengths of 50 and 65 Men.

(Prescribed enlisted peace strength of Regular Army unit, 150.)

	50-64	65-120
Captain.....	1	1
First Lieutenants.....	4	4
Master Sergeants, Foremen.....	1	2
Technical Sergeants, Inspectors.....	1	2
Sergeants, including mess, supply, and acting first sergeant.....	2	5
Corporals, including clerk.....	2	3
Privates, First Class and Privates.....	44-58	53-108
Total enlisted.....	50-64	65-120

The following specialists may be appointed from the Privates, First Class, and Privates shown above:

First Class — Mechanics —		
Assemblers, Chief.....	1	2
Repairers, Motor and Chassis, Chief.....	1	2
Repairers, Transmission and Axle, Chief.....	1	2
Second Class —		
Mechanists.....	1	2
Mechanics (for carburetion and ignition systems).....	1	2
Third Class —		
Mechanics — Welders.....	1	2
Fourth Class —		
Blacksmiths.....	1	2
Carpenters and Wheelwrights.....	1	2
Cooks, First.....	1	2
Mechanics, Motor Cycle.....	1	2
Painters.....	1	2
Trimmers and Upholsterers.....	1	2
Fifth Class — Mechanics —		
Repairers, Battery.....	1	2
Repairers, Radiator and Sheet Metal Workers.....	1	2
Repairers, Tire.....	1	2
Sixth Class — Mechanics —		
Assemblers.....	3	6
Repairers, Motor and Chassis.....	4	8
Repairers, Radiator and Sheet Metal.....	1	2
Repairers, Transmission and Axle.....	1	2
Trimmers and Upholsterers.....	1	2

TABLES OF ORGANIZATION, BANDS

INFANTRY, ENGINEER, and FIELD ARTILLERY REGIMENTAL BANDS

War Dept., Tables No.	25-P			35-P			64-P		
	Infantry Band corresponding to Service Company of			Field Artillery Band corresponding to Service Battery of			Engineer Band corresponding to Service Company of		
	50-64	65-134	135-168	50-64	65-82	83-103	50-64	65-136	137-174
*Warrant Officer (M. S.).....	1	1	1	1	1	1	1	1	1
Staff Sergeants.....	1	1	1	1	1	1	1	1	1
Band Sergeant.....	1	2	2	1	1	2	1	1	2
Sergeant Bugler.....	1	1	1	1
Band Corporals.....	2	3	4	2	3	4	4	4	4
Musicians 2nd Class.....	2	4	4	2	2	4	3	3	4
Musicians 3rd Class.....	3	6	6	3	3	6	5	5	6
Musicians 4th Class.....	3	6	6	2	2	2	2	2	2
Musicians 5th Class.....	7	15	15	8	8	11	3	3	15
Musicians Not Rated.....	9	0-9	1-14
Total Band Enlisted.....	19	37	48	19	21-30	31	19	20-34	35

HOWITZER, G. P. F., and CAVALRY REGIMENTAL BANDS

War Dept., Tables No.	135-P & 146-P			125-P			425-P		
	155 mm Howitzer Regiment, 155 mm (Gun) Band corresponding to Service Battery of			Anti-Aircraft Regiment Band, corresponding to Service Battery of			Cavalry Band, corresponding of Service Troop of		
	50-65	65-77	78-97	50-64	65-77	78-96	50-64	65-91	92-114
*Warrant Officer (M. S.).....	1	1	1	1	1	1	1	1	1
Staff Sergeants.....	1	1	1	1	1	1	1	1	1
Band Sergeants.....	1	1	2	1	1	2	1	2	2
Sergeant Bugler.....	1	1	1	1	1	1
Band Corporals.....	2	3	4	2	3	4
Musicians 2nd Class.....	2	2	4	2	2	4	2	2	4
Musicians 3rd Class.....	3	3	6	3	3	6	3	3	6
Musicians 4th Class.....	2	2	2	1	1	1
Musicians 5th Class.....	8	8	11	8	8	14	6	5-10	11
Total Band Enlisted.....	20	21	31	20	21	29	15	16-21	28

* Until Congress authorizes the grade of Warrant Officer in the National Guard, a Band leader may be appointed to the grade of Master Sergeant 1st Class (Grade I). (Cir. Let. M. B., No. 4, 1921.)

***TABLES OF ORGANIZATION, NATIONAL GUARD**
MEDICAL REGIMENTAL UNITS

	Specialist Rating Class	Service Co.	Sanitary Branch		Ambulance Companies				Hospital Companies		
			Headquarters	Company		Animal drawn		Motor		Initial Strength	Regular Army
				Initial Strength	Regular Army	Initial Strength	Regular Army	Initial Strength	Regular Army		
Major.....			1							1	1
Captain or First Lieut. . .		2	4	4	2b	2	2b	2		7a	7
Total Commissioned. . .		2	1	4	4	2	2	2	2	8	8
Master Sergeants.....		2									
Technical or First Sgt. . .		3	1	1	1	1	1	1	1	1	1
Staff Sergeants.....		1	1	1	5					3	4
Sergeants.		6	1	5	8	3	4c	4	4	5	7
Corporals.		2		2	4	2	3d	3	3	2	3
Privates, First Class, and											
Privates.....		(26)	(3)	41-56	(82)	(44)	(53)	(42)	(47)	39-54	(65)
Chauffeurs.....	6th	6	1	4	4	1	1	26	26	14	22
Clerks.....	3rd	2									
Clerks.....	4th	3	1								
Cobblers.....	5th	2									
Cooks, First.....	4th	1		1	1	1	1	1	1	1	1
Cooks, Assistant.....	5th	1		1	1	1	1	1	1	1	1
Horseshoers.....	4th					2	2				
Mechanics.....	3rd									1	1
Mechanics.....	4th							2	2	1	1
Mechanics.....	6th	1						1	1	1	1
Saddlers.....	5th										
Wagoners.....	6th					10	12	1	1		
Med. Dept. Technicians	1st		1								
Med. Dept. Technicians	2nd			1	2	1	1	1	1	1	1
Med. Dept. Technicians	3rd			1	1					1	1
Med. Dept. Technicians	4th			2	4	1	1	2	2	2	3
Med. Dept. Technicians	6th	1		10	30	2	3	3	3	12	20
Privates, First Class, and											
Privates not rated....		7		21-36	39	29	29	4	10	4-13	13
Total Enlisted.....		40	6	50-65	100	50-60	61	50	55	50-65	80

a. } 2 Administrative Corps

 } 1 Veterinarian

b. 1 Administrative Corps

c. 1 Veterinarian

d. 3 Veterinarians

* See also Circular Letter No. 17, Militia Bureau, 1921.

TABLES OF ORGANIZATION, NATIONAL GUARD

HOSPITAL COMPANIES, SANITARY COMPANIES and AMBULANCE COMPANIES, for MINIMUM Strengths of 50 to 63 Men.

(Sanitary company, ambulance company (motor), and ambulance company (animal-drawn) will be recognized on the basis of the Regular Army tables, which prescribe enlisted peace strength of 53, 38, and 50, respectively. Prescribed enlisted peace strength for Regular Army hospital company, 80.)

	Hospital company 50-63 men. ¹
Major.....	1
Captains or First Lieutenants (one of these may be an officer of the Medical Administrative Corps; one is to be from the Dental Service).....	5
First Sergeant.....	1
Staff Sergeants.....	3
Sergeants.....	5
Corporals.....	2
Privates First Class.....	13-17
Privates.....	28-35
Total Enlisted.....	50-63

The following specialists may be appointed from the Privates, First Class and Privates shown above:

Fourth Rating —	
Medical Department Technicians.....	2
Cook, First.....	1
Mechanic.....	1
Fifth Rating —	
Cook, Assistant.....	1
Sixth Rating —	
Medical Department Technicians.....	10
Chauffeurs.....	15

¹ When the unit attains a strength of 64 enlisted men (80 per cent of the prescribed minimum strength) the Regular Army Tables of Organization may be followed in appointing non-commissioned officers and specialists.

TABLES OF ORGANIZATION

MEDICAL UNITS Attached to COMBAT ORGANIZATIONS

War Dept., Tables No. .	90-P								490-P				120 143 553			
	Infantry Division								Cavalry Units				Coast Artillery			
	Division Headquarters	Infantry Brigade Hdqtrs.	Infantry Regiment	Field Artillery Regiment	Engineer Regiment	Division Air Service	Division Train	Special Troops	Cavalry Regiment	Cavalry Machine Gun Battalion	Veterinary Co.	Cavalry Division Train	8-- Defense Companies	Anti-Aircraft Regiment 120-P	G. P. F., Regiment 143-P	Railway Regiment 553-P
Major.....	3	...	1	1	1	1	1	1	1	1
Captains or Lieutenants.....	1	1	4	4	3	2	2	2	5	2	2	2	2	3	4	4
Total Commissioned.....	4	1	5	5	4	2	2	2	6	2	2	2	3	4	5	5
Warrant Officer.....	1
Master Sergeant.....	1
Technical Sergeant.....	1	1
Staff Sergeants.....	1	...	1	2	1	2	2	1	2	...	1	...	1	1	1	1
Sergeants.....	2	1	3	3	3	1	1	2	4	2	2	2	1	2	2	2
Corporals.....	1	...	1	1	...	2	2	...	1	...	2	2	2	3	3	3
Privates, First Class.....	1	1	8	7	5	3	3	4	8	12	10	3	4	4	7	7
Privates.....	3	2	17	16	11	6	6	8	17	6	20	6	9	8	15	15
Total Enlisted.....	10	4	30	29	20	14	14	15	32	10	36	11	17	15	28	28

The following Specialists may be appointed from Privates, First Class and Privates.

3rd Class Rating —																
Technician.....	2	...	1
Mechanics.....
4th Class Rating —																
Technicians.....	...	1	4	2	2	2	2	1	2	1	2	1	1	1
Cooks.....	1
Horseshoer.....	2
5th Class Rating —																
Cooks.....	1
Saddlers.....	1
6th Class Rating —																
Technicians.....	...	1	7	6	3	3	3	3	9	3	4	2	8	8	12	12
Chauffeurs.....	3
Mechanics.....	1
Wagoners.....	2	3	...	1	1	1	2	1	2
Total Specialists.....	...	2	13	11	8	6	6	5	15	5	15	3	8	8	13	13

Tables of Organization Medical Department. With reference to Table 83-P (Medical Regiment, Infantry Division, Peace Strength) the following information is furnished. By this table a Medical Regiment replaces the Sanitary Train formerly prescribed for an Infantry Division. All the functions formerly pertaining to the Sanitary Train as now broadly laid down in the Manual for the Medical Department will, under the present tables of organization, be performed by the Medical Regiment.

Regimental Headquarters of the Medical Regiment replaces the Headquarters of the old Sanitary Train, and also includes the Division Surgeon's office. The senior medical officer in a division commands the medical regiment and also is and discharges the functions of division surgeon, being responsible to the Division Commander for the supervision and coordination of all Medical Department activities within the Division.

The Sanitary Company is a new organization and embraces what was formerly the litter bearer and Dressing Station Sections of the old Ambulance Company. In combat it performs the functions previously prescribed for those sections, i.e., providing the personnel and equipment for establishing a dressing station, and litter bearers for transporting the sick and wounded. When not in combat the sanitary company is divisible if necessary into several sanitary squads carrying out practically the same functions as were assigned to sanitary squads during the World War although in the case of a division they carry on their work within the limits of the divisional area. No equipment has been prescribed for a sanitary company to date. Until its equipment is definitely determined the equipment for establishing a Dressing Station Section of an Ambulance Company as prescribed in paragraph 878, M. M. D., and 10 litters will be furnished this unit.

The Ambulance Company of the Medical Regiment is the old Ambulance Company of the Sanitary Train less the dressing station and litter bearer sections mentioned above. It now becomes exclusively a transportation unit. Until its equipment is definitely settled, it will be essentially as prescribed in paragraph 874, Manual for the Medical Department, less that part of the equipment enumerated in that paragraph as intended for the dressing stations and litter bearer sections. The foregoing applies to the animal drawn company. For the motorized company there will be selected from paragraph 874 only such articles as are essential for the training of this new unit and adaptable to motor transport conditions. The training of the animal drawn and motorized companies of the new medical regiment is similar to what was formerly required for the old Ambulance Company of the Sanitary Train, bearing in mind that the litter bearer and dressing station sections are no longer a constituent part of the unit.

The use of the term Field Hospital has been discontinued and Hospital Company substituted therefor. The functions of the hospital company are substantially the same as those formerly pertaining to the old field hospital. Pending the receipt of the new equipment tables its equipment should conform to such essential articles in paragraph 879 Manual for the Medical Department as may be necessary to carry on training functions. In this connection it is to be remembered that in Tables of Organization motor transportation is prescribed for this unit in lieu of animal drawn. The training of Hospital Companies will be conducted along the same lines as was formerly given a field hospital.

The medical supply section of the medical regiment, at peace strength, consists of one captain or one lieutenant of the Medical Administrative Corps and eight enlisted men of the Medical Department. Its function is to requisition for and furnish medical supplies in the field for the entire medical service of the Division. Its training will be such as to fit its personnel for the efficient performance of these duties.

The Veterinary Company of the medical regiment consists of 2 officers of the veterinary corps of the rank of captain or lieutenant, one of whom serves as the Division Meat Inspector and of 26 enlisted men of the Medical Department who elect veterinary service. It replaces the Mobile Veterinary Section previously authorized and described in Special Regulations No. 70, W. D., (with changes No. 1), paragraphs 31 to 37 inclusive, and 113 to 124 inclusive. Its functions are as outlined therein for the mobile veterinary section. Pending the issue of new equipment tables its equipment will be restricted to essential

articles to be selected from the tables of veterinary supplies in the Manual for the Medical Department. Its training will be of such nature as will best fit it to perform the duties prescribed for it under the Special Regulations above mentioned.

The Medical Laboratory Section is practically a new feature and an outgrowth of the World War. As it has no prototype in existing regulations to which reference can be made the following text of the proposed regulations to govern these units is given in order that properly qualified personnel may be assigned to them and understand the important functions devolving upon them during training or mobilization periods.

MEDICAL REGIMENT

The Medical Laboratory Section

General Statement. The primary object of this unit relates to the prevention and control of communicable diseases and the maintenance of the health among military personnel and animals in commands of which the medical regiment forms a part. Secondly it will perform such routine general laboratory work for the command of which the medical regiment forms a part as can not be accomplished by other laboratories in the administrative area served by it.

Organization (Peace and War Strength). Tables of organization in force at present provide for one Captain or Lieutenant, Medical Corps, and five enlisted men, peace strength and one Major, Medical Corps, and one Captain or Lieutenant Sanitary Corps and seven enlisted men, Medical Department, War strength.

Personnel Commissioned and Enlisted. The Medical Officers selected for this unit should be competently trained in routine laboratory methods and have a thorough knowledge of the laboratory procedure relating to diagnosis of communicable diseases (typhoid-paratyphoid fevers; bacillary dysenteries; Malta fever, cholera; infections of the respiratory tract including diphtheria, pneumonia and meningitis; protozoal infections including malaria and filariasis) and the examinations of material for pathogenic organisms causing venereal diseases; examinations for helminths; and examinations of specimens for other pathogenic organisms relating to communicable diseases. They should be competent to investigate the epidemiology of outbreaks of communicable diseases and advise as to the proper measures to be instituted for their control.

They should be competently trained to make the required bacteriological examinations for the determination of potability of water supply, milk and other food supplies.

The enlisted personnel should have such training in laboratory technique as will enable them to act as technical assistants in the performance of the laboratory duties.

Location. Unless otherwise directed the laboratory normally will be established at or near the headquarters of the medical regiment.

Administrative Control. As this unit constitutes part of the medical regiment it will be directly under the command of the Commanding Officer thereof. The Commanding Officer of the Medical Regiment has a dual responsibility, that of Division Surgeon and Regimental Commander. When forming part of an Infantry Division the duties to be performed by the medical laboratory section will be under the immediate direction and supervision of the assistant of the Division Surgeon—the Division Sanitary Inspector.

Functions. It will function under the immediate supervision and direction of the Division Sanitary Inspector and will be used by him as an instrument in the control and prevention of communicable diseases and maintenance of the health of the divisional military personnel and animals.

Its personnel will be concerned primarily in the laboratory and epidemiological investigation of outbreaks of communicable diseases, detection of carriers and advisory supervision of their treatment, application of immunity tests, supervision of administration of prophylactic inoculations, examination of food handlers for carriers, routine and special

laboratory surveys of military personnel and animals, special investigations of the "carrier" problem with view to the determination of the influence of carriers of pathogenic organisms on the spread of communicable diseases, experimental investigation of suggested prophylactic measures and such other scientific investigations as may give promise of practical benefit to the Army in disease prevention and maintenance of health.

Under the direction of the division sanitary inspector the personnel will make such periodic laboratory examinations of the water supply, milk and other food supplies as may be necessary, will supervise the instruction of regimental and other personnel in authorized methods of sterilization of water supply for use in the field and will make such scientific investigations of hygienic and general sanitary measures as may be considered desirable and of value to the military service.

Equipment. Until the new equipment for this unit has been included in the equipment tables and is available for issue the equipment of these medical laboratory sections will be restricted to such essential and standard laboratory supplies as are in stock and listed in the Manual for the Medical Department.

C. FEDERAL RECOGNITION OF UNITS

Definition of Federal Recognition. "Federal recognition" is the acceptance by the Federal Government as National Guard, of officers or a body of enrolled officers and men who have complied with the provisions of the act of June 3, 1916, and who are entitled to the benefits of the act. (Par. 101, N. G. R. '22.)

Conditions to be Fulfilled. Certain conditions set forth hereafter are requisite for Federal recognition. The National Guard plan does not extend to or embrace the organization of new units, with no armories, no grouping of personnel according to localities, and no probable permanency of existence, but contemplates the development of a force, equipped and trained as far as possible in time of peace, which can be called upon for service in time of emergency. (Par. 153, N. G. R., '22.)

Recognition of National Guard units will be extended by the Secretary of War upon the following conditions:

- (a) The unit must have been specifically allotted to the State.
- (b) Suitable armories and storage facilities shall be provided by the State. This extends to and includes stable facilities for mounted troops and satisfactory housing for vehicles and armaments.
- (c) The personnel must be drawn from the immediate vicinity.
- (d) There shall be a reasonable certainty of the necessary number of assemblies for drill and training prescribed by the War Department.
- (e) All units shall be organized under approved Tables of Organization, unless general exceptions are authorized by the Secretary of War in time of peace.
- (f) Units shall be recruited to the strength prescribed by the Secretary of War as necessary for Federal recognition.

No new units will be inspected for recognition unless organized pursuant to allotment (Par. 154, N. G. R., '22.)

Status Prior to Federal Recognition. Prior to the receipt of Federal recognition as National Guard, an organization or an individual belonging thereto has the status of State forces not yet a part of the National Guard. (Par. 156, N. G. R., '22.)

Procedure to Acquire Federal Recognition. (a) After units have been allotted to a State, Territory, or the District of Columbia, the adjutant general of the State, Territory, or the District of Columbia concerned will advise the Chief of the Militia Bureau by letter of the units it is desired to organize, describing them accurately. (Par. 157a, N. G. R., '22.)

Authorization of Units. After verification and approval, the Secretary of War, through the Militia Bureau, will authorize specifically by letter, the organization of units, giving at the same time such supplementary or special instructions relating to organizations as may be deemed necessary.

No Authority to Recruit Prior to Authorization. Men should not be recruited and required to sign the Federal enlistment contract prior to the allotment of the particular organization to which those men will be eventually assigned. (Par. 155, N. G. R., '22.)

Appointment of Officers. When authority has been extended for organization, officers will be selected or appointed in accordance with the provisions of section 74, act of June 3, 1916, and within the age limit for the several grades as prescribed in paragraph 221 of these regulations. *While these officers will not be extended Federal recognition until the organizations to which they belong have been inspected and recognized by the War Department, any such officer who, according to State statute, is authorized to administer oaths, is eligible to administer the oath of office to officers as prescribed in section 73, act of June 3, 1916, and the oath of enlistment prescribed in section 70, idem.* (Par. 157b, N. G. R., '22.)

White. ~~Emmett~~ Cambridge, Mass. Nov. 10, 1921 Co. "C", 1st Engrs. MassNG
(Erase word not applicable.) (Place from which roster is read) (Date) (Designation of organization.)

OFFICERS—Name and rank.		Date of commission.	Staff Sgt.
1	Captain	7/13/20	8/2/20
2	Dunn, Lincoln T.		1st Sgt
3	1st Lieutenant	8/24/20	8/1/20
4	Roswell, Albert F.		
5	2nd Lieutenant	10/25/20	
6	Edwards, Fred P.		
7			
8			
9			
10			
ENLISTED MEN.			
Names to be listed alphabetically.			
<p>Note.—Under column of "Remarks" will be noted for each person date of enlistment, discharge (Disch.), transfer (Trans.), or furlough to reserve (F. R.). Except for privates the following abbreviations will be used in column of remarks to indicate the grade of the enlisted man: Artificer (Art.); chief machanic (Ch. Mec.); cook (Ch.); corporal (Corp.); furrier (Fur.); first sergeant (1st Sgt.); horsechoer (Hs.); machanic (Mc.); mess sergeant (Mess Sgt.); musician (Mus.); private first class (Pvt. F. Cl.); saddler (Sadd.); sergeant (Sgt.); sergeant major (Sgt. Maj.); stable sergeant (Stab. Sgt.); supply sergeant (Sup. Sgt.); wagoner (Wag.).</p>			
Last name.	Christian name.	Remarks.	
Avery, George D.	Pvt	8/2/20	
Bash, Clarence O.	Pvt 1 Cl	8/9/20	
Buck, Elmer	Sgt	7/20/20	
Bradford, Percy M.	Pvt 1 Cl (Hs)	5/11/20	
Chauncey, William L.	Sgt	9/17/20	
Duncan, Alfred C.	Staff Sgt.	8/2/20	
Earle, Roy J.	1st Sgt	8/1/20	
Williams, John A.	Pvt (Ch)	9/2/20	
Young, Charles	Pvt 1 Cl	8/11/20	

Federal Recognition will be Extended to Medical Officers prior to the recognition of the units to which they are to be assigned, in order that they may be used in making the physical examinations required. (Page 3, Insts. for Fed. Recog.)

Recruiting. As soon as an officer competent to administer the oath and a medical officer have been appointed, the actual work of enlisting should begin and by a vigorous recruiting campaign, the number necessary for Federal recognition, should be enlisted. (Page 5, Instruction for Fed. Recog.)

State and Federal Inspections. The adjutant general of the State, Territory, or the District of Columbia will then cause the organization to be inspected by an officer of the State, Territory, or District of Columbia to determine whether or not the conditions contemplated by law for Federal recognition can be met by the new organizations (par. 150 *supra*).

An inspection by a Regular Army officer is required prior to Federal recognition. When a State is ready to have an organization inspected report will be made to the Militia Bureau, and the corps area commander will be directed by the War Department to cause the inspection to be made. The inspector will verify the members from the enlistment papers (Form 22-1, A. G. O.), check the previous service of one-year enlistments, and see that all the men presented have been properly examined physically (Form 135-1, A. G. O.) and properly enlisted, and that their general appearance is satisfactory. He will make such inquiry and examination of the officers as will enable him to report upon their qualifications and suitability for the grade in which they have been commissioned, and will report his conclusions on each officer under head of "Remarks" on Form 113, M. B. He will base his recommendation as to recognition upon compliance by the organization with the conditions set forth above. Should the result of his inspection justify Federal recognition, the inspector will, upon its conclusion, administer the dual oath, unless there is conclusive proof that the enlistment oath has been administered by a National Guard officer who has been extended Federal recognition by the Militia Bureau, *or by a State military officer who has not yet received Federal recognition but who, under the statutes of the particular State, is authorized to administer oaths.* (Par. 157, N. G. R., '22.)

Composition of a Unit for Federal Recognition. A unit presented for Federal recognition shall **NOT** be composed partly of unrecognized enlisted men and partly of enlisted men transferred from other Federally recognized units. A new unit must be formed throughout of recognized or throughout of unrecognized enlisted personnel. (Cir. Let. No. 62, M. B., Oct. 18, 1920.)

Records and Report of Federal Inspection. Upon completion of the inspection the *inspecting officer* will mail his report (Form 113, M. B.), with a complete roster of the company, troop, battery or detachment (Form 104, M. B.), and his recommendations, *together with the following, to the department commander for transmission to the Militia Bureau:*

- (1) *Accomplished Form 95, Militia Bureau, for all officers;*
- (2) *Accomplished Form 108, Militia Bureau, for all officers;*
- (3) *Two letters of recommendation as to the character, morals, and habits of each applicant for original Federal recognition.*
- (4) *Notice of appointment of each applicant for Federal recognition.*
- (5) *Accomplished Oath of Office (Form 337-1, A. G. O.) for all officers.* (Par. 157, N. G. R., '22.)

Record of Reserve Commission. Hereafter in preparing Form 108 for the recognition of National Guard officers it will be recorded whether the applicant is a member of the Officers' Reserve Corps at the time of making his application giving the grade, branch, and date of appointment. (Cir. Let. No. 47, M. B., July 19, 1921.)

Official Designation in Oath of Office. In the preparation of oaths of office the numerical designation and name of the units should be omitted, only the rank and arm,

corps, or department being shown. "Example:— Major, Infantry". (Cir. Let. No. 75, M. B., Nov. 24, 1920.)

Oath of Office on Transfer. Officers transferred out of the branch in which they hold commission should submit new oaths of office, through the Adjutants General of the State to the Militia Bureau who will then issue a notice of Federal recognition in the new branch. (Cir. Let. No. 5, M. B., Jan. 28, 1921.)

Common Errors Made. The most common errors noted at Federal inspections for recognition are the following: (a) presentation of a company not properly organized, sometimes lacking required officers, non-commissioned officers, etc.; (b) naming of officers not qualified by law (see section 74, act of June 3, 1916; (c) the enlistment of boys under eighteen years of age; (d) same as to men over forty-five (except reenlistment); (e) lack of record of physical competence of personnel; (f) failure to complete Form 108, M. B., for each officer, (Par. 160, N. G. R., '22.)

Federal Recognition of Converted Units. Conversions of units to conform to the new allotments of troops and to the recently issued Tables of Organization may be effected as soon as the Tables are revised and under the following conditions:

(a) When the conversion is effected within a single branch of the service and a new unit is not required to provide storage facilities for a quantity or character of material differing greatly from that of the old unit, no formal inspection for recognition will be required. The State authorities should issue orders covering the transfer or conversion, indicating the date upon which the conversion is effective and the Tables of Organization (Regular Army or modified Tables issued by the Militia Bureau) to which the unit should conform. The Militia Bureau should be furnished with a copy of such State orders. In this connection, it must be understood that the new unit must be composed wholly of National Guard personnel.

(b) Where the conversion requires the new unit to accept responsibility for a greater quantity, or different character, of material than was prescribed for the old unit, or where the conversion requires the recognition of the unit in a different branch of the service, the customary inspection for Federal recognition may be called for if desired, or this inspection may be dispensed with provided the State authorities furnish the Militia Bureau with a certificate executed by a Federal Inspector-Instructor indicating that the newly-organized unit conform to the prescribed Tables and is composed wholly of National Guard personnel, and that adequate storage and armory facilities exist for the personnel and for the changed equipment to be provided. Upon receipt of this certificate the Militia Bureau will extend recognition to the unit on its new status, this recognition being effective as of the State order directing the conversion. (Cir. Let. 5, M. B., Jan. 26, 1921.)

(Sample Notice of Appointment)

STATE OF MASSACHUSETTS
OFFICE OF THE ADJUTANT GENERAL

Special Order No. 122

July 20, 1920

1. The following named commissioned officers of the Massachusetts National Guard, having qualified as provided by law, are authorized to assume at once the duties of their respective offices, subject to the provisions of Pars. 222, 225, and 229 of the National Guard Regulations:—

* * * * *

LINCOLN T. DUNN

Captain and Recruiting Officer.
First Engineers.

Commissioned

July 13, 1920.

Qualified

July 13, 1920.

* * * * *

By Order of the Commander-in-Chief,

THOMAS PRATT,
The Adjutant General.

(Official seal)

(Sample Letter of Recommendation)

STAR ENGINEERING & CONSTRUCTION CO.
BOSTON, MASS.

November 6, 1920.

TO WHOM IT MAY CONCERN:

I am informed that Mr. Lincoln T. Dunn is being considered for appointment as a Captain of Engineers in the Federalized National Guard.

Mr. Dunn was employed by this company for four years (1914-1917) during which time he was under my close supervision and observation. Since leaving this company we have come in contact with each other frequently. I have always found him a man of excellent character, high morals, and habits beyond reproach.

It gives me great pleasure to recommend him for any position requiring the services of a man of marked executive and engineering ability.

(Signed) CHAS. Q. SHORT,
President.

(face)

NATIONAL GUARD, STATE OF MASSACHUSETTSPHYSICAL EXAMINATION FOR APPOINTMENT OR PROMOTION IN THE NATIONAL GUARD OF THE UNITED STATES AND THE STATE OF MASSACHUSETTSDann

(Surname.)

Lincoln Thomas

(Christian name.)

Captain

(Rank.)*

1st Engineers

(Organization.)*

Applicant for† _____

Age, 38Years of Service,* 1- $\frac{1}{2}$

} in 1921

[Note.—This form is intended as a general guide only, and should in no way restrict the scope of the inquiry, which should be as thorough as possible.]

History of the case (obtained from the Candidate or Officer of the Board), _____

PRESENT CONDITION.

Vision: Right eye 20/20Left eye, 20/20

Right eye corrected to _____

by _____

Left eye corrected to _____

by _____

Color perception, normalHearing: Right ear, 20/20Left ear, 18/20Figure and general appearance: militaryWeight: 175

pounds.

Height: 71

inches.

Chest measurement: At expiration, 30

inches.

At inspiration, 34

inches.

Respiratory system, normal

* If an officer of the National Guard, give rank, organization, and years of service.

† If an applicant for appointment, give branch of service for which application has been made, e. g., Corps of Engineers, Coast Artillery Corps, Mounted Service,

Infantry, Medical Corps, Officers' Reserve Corps, Veterinary Corps, Dental Corps, or Chaplain.

(OVER.)

Form 95 M.B.

(reverse)

Bones and joints, Normal
 Flatfoot, Normal
 Skin, Normal
 Nervous system, Normal

Vascular system: Pulse, rate, 72; quality, good

Condition of arteries: Normal

Wassermann reaction (taken at entrance into service only),* negative

Heart; Normal

Blood pressure: S—130; D—70

Varicocele, none

Varicose veins, none

Hemorrhoids, none

Digestive system, normal

Hernia, none

Genito-urinary system, Normal

Urinalysis: Sp. gr. 1.021; Albumen, none; Casts, none; Sugar, none

Is he incapacitated for active service? no

Nature and degree of disability, XXXXXXX

How does it incapacitate? XXXXXX

Is it permanent? XXXXXX

What physical defects, if any, did he have when commissioned? none

How was this information obtained by the Board? examination

Is the incapacity the result of an incident of service? XXXXX

Place, Boston, Mass.

Date, July 13, 1920

WAR DEPARTMENT,
 MEDICAL BUREAU,
 Form No. 95.—Ed. June 9-17-19, 1918.

* If impracticable to take, state reason why.

Wm Budd
 Maj. Medical Corps.
T.B. Fife
 Maj. Medical Corps.
L. Van Ness
 Capt. Medical Corps.

2-5054

PERSONAL HISTORY AND MILITARY RECORD
(Form No. 106 M.B.)

WAR DEPARTMENT
MILITIA BUREAU
Form No. 106—Ed. Jan. 15, 1922

INSTRUCTIONS

(STUDY ENTIRE FORM CAREFULLY BEFORE MAKING ANY ENTRIES. FOLLOW DIRECTIONS EXPLICITLY)

Federal recognition will not be extended under the National Defense Act as amended, until the information called for on this form has been received by the Militia Bureau. In all cases of original appointment, this form will be accompanied by at least two letters from reputable persons as to the appointee's character, habits, and morals.

Carefully rule out words not applicable. Properly authenticate any changes made. In such cases be sure the intended meaning is clear.

All entries preceding the oath will be made in ink by the person named in item 1. Entries to items 1 and 2 will be printed, not written.

All officers will use this form. Only officers of the Medical Department will answer items 26 to 33, inclusive.

If any provided space proves to be insufficient, use and append additional sheets, showing clearly to which items such sheets pertain.

NATIONAL GUARD, STATE OF Massachusetts

Personal History and Military Record of

1. DUNN LINCOLN THOMAS
(Last name.) (First name.) (Middle and other names.)
2. Permanent mail address 16 BRATTLE ST. CAMBRIDGE, MASS.
(Street number.) (City or town.) (State.)
3. I was born at Cambridge, Middlesex, Mass. on February 2 1893.
(City or town.) (County.) (State.) (Month.) (Day.) (Year.)
4. I am (white) (colored) (oriental) (Indian) and I (am) (am not) a citizen of the United States by (birth) (naturalization).
(If naturalized, state previous nationality, when and where naturalized, certificate number, date, and issuing office.)
5. I am (single) (married) (widower) (divorced). A total of 0 persons are wholly dependent upon me for support, of whom 0 are minors.
6. I do not use intoxicants, drugs, or tobacco.
I do use (intoxicants) (drugs) (tobacco) as follows: moderately
7. Nature and dates of all serious illnesses, injuries, and wounds received measles (1891); Fracture of left wrist (1895)
8. To the best of my knowledge and belief, I (have) (have not) any physical, mental, or moral defect that might interfere with efficient military service, as follows: —
9. My health (has) (has not) My habits (have) (have not) interfered with my success in civil life.
(If answer is affirmative, state when, where, how, and to what extent.)

3-0610

PERSONAL HISTORY AND MILITARY RECORD
(Form No. 108 M.B.)

Page 2.

10. Chronological list of schools, colleges, and universities attended; if military instruction was received under supervision of an officer of the Regular Army, so indicate under "Remarks," stating whether or not you were certified as fit for appointment as a commissioned officer.

NAME AND LOCATION OF INSTITUTION.	DATES OF ATTENDANCE		COURSE PURSUED.	GRADUATED?	DEGREES RECEIVED.	REMARKS.
	From—	To—				
Public Schools Cambridge, Mass.	1891	1898	Grammar School	yes	—	—
High School Cambridge, Mass.	1899	1901	High School	yes	—	—
Wentworth Inst. (Boston, Mass.)	1902	1903	Mechanic arts	no	—	—
Mass. Inst. of Tech. Cambridge, Mass.	1904	1908	Civil Engineering	yes	S. B.	—

11. Student's and officer's training camps under a Regular Army officer, and special and general service schools attended; if known, state under "Remarks" recommendations made at end of course by school authorities.

CAMP OR SCHOOL AND LOCATION.	DATES OF ATTENDANCE.		COURSE PURSUED.	GRADUATED?	REMARKS.
	From—	To—			
Officers' Training Camp, Plattsburg, N. Y.	June 1917	Aug. 1917	Infantry	yes	Appointed 1st Lt. of Infantry

12. Knowledge of ancient and foreign languages. If none, so state. Enter degree of proficiency as "Fairly well," "Well," "Very well," or "Fluently."

LANGUAGE	TRANSLATE.	READ.	SPEAK.	WRITE.	REMARKS.
French	yes	yes	yes	yes	Fairly well.

13. State any educational advantages not given elsewhere hereon you may have had, such as private tuition, foreign travel, etc. Three months' travel in France.

14. Present business or occupation Civil Engineer; Senior member of Dummer & Co., Boston, Mass.
(State your office or position and name and address of employer.)
15. Previous professional and business experience, with dates Draftsman and Surveyor
(1908-11); Railroad Construction (1912-13); Resident Engineer
with Star Engineering & Construction Co. (1914-17); Dummer & Co. (1919-22)
16. SPECIAL professional or business qualifications, of any kind Specialist on steel bridge
construction.

Page 3.

(DO NOT WRITE IN THIS SPACE. IT IS RESERVED FOR BINDING.)

18. I ~~(have)~~ (have never) served in a military capacity for any country other than the United States. If affirmative, state country, dates and nature of service, cause and nature of discharge and effect on U. S. citizenship _____

19. Chronological statement of all military service not specifically ~~for~~ elsewhere on this form.

DATES OF.		RANK OR GRADE.	ORGANIZATION.	U. S. OR STATE SERVICE.	SEPARATION.		
From—	To—				Date of.	Character.	Cause.
Aug. 10 1917.	Sept. 6 1917.	1st Lt.	Co. D, 9th Inf.	U. S.			
Sept. 6 1917.	May 19 1918.	1st Lt.	Co. A, 2nd Eng.	U. S.			
May 10 1918.	Sept. 17 1918.	Capt.	Co. "B", 2nd Eng.	U. S.			
Sept. 17 1918.	Dec. 1 1918.	Capt.	Instructor 1st Comp School, AEF	U. S.			
Dec. 1 1918.	Jan 10 1919.	Capt.	Casual officer	U. S.	Jan 10, 1919	Honorable Discharged, Good Conduct	

20. Expeditions, battles, engagements, etc., with dates and location of. If none, so state 2nd Battle of Marne (May-June 1918) Marne
Aisne Offensive (July 1918) Soissons; Argonne, (Sept. 1918)
21. Decorations, awards, citations, with dates and source; if none, so state none.

22. I (am) ~~(am not)~~ now a member of the Officers' Reserve Corps, having been appointed a Captain ^(Rank.)
Engineer Section _(Section.) to date from Dec 10, 1921.

PERSONAL HISTORY AND MILITARY RECORD
(Form No. 108 M.B.)

Page 4.

23. I ~~(have)~~ (have never) been rejected for military service. If affirmative, state when, where, by whom, from what service, and reasons therefor, if known _____
24. I ~~(have)~~ (have never) been charged or convicted of crime before a civil or military court. If affirmative, give complete details on an attached sheet _____
25. I ~~(have)~~ (have never) been separated from the Regular Army, U. S. Army, National Army, Marine Corps, Navy, Coast Guard or Revenue Cutter Service, or National Guard by being dropped from the rolls, dismissed, discharged through failure to pass examination for promotion or permanent appointment, acceptance of resignation for the good of the service, discharged for unsuitability under the provisions of section 24b, National Defense Act, as amended, by a board of officers under the provisions of section 9, act of Congress approved May 18, 1917, or by being retired for physical disability. If affirmative in any particular, give complete details on an attached sheet, making the nature and cause of separation clear. _____

THE FOLLOWING QUESTIONS ARE FOR OFFICERS OF THE MEDICAL DEPARTMENT.

26. How many courses of lectures have you attended? _____
Give length and nature of each course _____
27. Have you ever been before a State examining board? _____ If so, state when, where, and with what result _____
28. Have you ever had service in a hospital? _____ If so, state where and in what capacity, giving inclusive dates of each kind of service _____
29. What clinical experience have you had in dispensary or private practice? _____
30. What opportunities for instruction or practice in operative surgery have you had? _____
31. Have you paid particular attention to any specialty in medicine, dentistry, or veterinary? _____
If so, state what branch _____
32. I (am) (am not) now actively engaged in the practice of (medicine) (dentistry) (veterinary). _____
33. I have actively engaged in the practice of (medicine) (dentistry) (veterinary) for _____ years.

(Signature) Lincoln Thomas Drum

The correctness of the statements made above was sworn to and subscribed before me, a _____

NOTARY PUBLIC

, at CAMBRIDGE, MASS.

this third day of April, 1922.

[SEAL]

My commission expires 7/1/24

Wm M. Malvern

(Notary, or any officer qualified to administer oaths.)

3-6090

Physical Examination of Air Service Officers. The following regulations are published for the information and guidance of all concerned, particular attention is called to portion of paragraph 2 in italics.

1. All pilots and observers of the National Guard will be subject to the rules and regulations regarding physical examination for flying that are required for officers of the Regular Army.

2. Upon recognition of a National Guard flying unit, the medical officer attached thereto will report by letter to the Corps Area or Department Commander, and request that a flight surgeon of the Special Air Service physical examiner on duty at the Headquarters of his Corps Area or his Department, be directed to visit the unit and make the prescribed examination for all pilots and observers. *Prior to this examination no flying will be engaged in by the unit and no pilot or observer will fly until the examination has been taken and officially approved by the War Department.* To facilitate this matter all papers will be sent by the Commanding Officer of the unit to the Adjutant General of the State, who will forward them direct to the Chief of the Militia Bureau. They will be returned with appropriate action through the same channels.

3. At regular intervals, and not less than once in every six months, the Air Service examiner will be directed by the Corps Area or Department Commander to visit all units in his Corps Area for the purpose of examining pilots or observers.

4. The medical officer attached to each National Guard flying unit is charged with a grave responsibility in the matter of the physical condition of its pilots and observers. Wherever possible these officers will be given short courses of instruction at the Regular Army Schools for flight surgeons. In cases where these officers are qualified as flight surgeons or physical examiners they will perform the duties required of similar officers in the Regular Army. In other cases they will perform the flight surgeon's duties to the best of their ability and will exercise a close supervision over the physical condition of all officers on duty with the unit. They will make such recommendations regulating the flying of individuals as they deem wise. In the absence of a flight surgeon, the Commanding Officer of the unit is responsible that no officer flies who is unfitted for such flights.

5. Officers of these units will be put on and removed from flying status by the Commanding Officer of the unit. Rules governing flying status of these officers will be the same as those for officers of the Regular Army.

6. Medical officers are encouraged to write direct to the Chief of the Militia Bureau or to the Chief of the Air Service for such technical advice or instructions as they may desire. (Let. 201, 541, M. B., July 6, 1921.)

Form and Procedure in Air Service Examinations. 1. Under the requirements of Militia Bureau letter (File No. 201,541, dated July 6, 1921) physical examination must be made by flight surgeons or special Air Service physical examiners, U. S. A., who forward two copies of the examination on Form 609, A. G. O., to this Bureau.

2. Both copies of Form No. 609, A. G. O., received by this Bureau will be indorsed "Qualified for Flying" or "NOT qualified for Flying" as the case may be.

3. One of the Forms No. 609, thus indorsed is to be retained in this Bureau and the other forwarded to the Adjutant General of the State concerned for his information and file.

4. The Adjutant General of the State concerned will furnish a certified copy of this form 609, A. G. O., with its indorsement as to eligibility or otherwise, to the commanding officer of the unit to which the officer or enlisted man concerned belongs. No person should be permitted to fly until this certified copy has been received by his commanding officer.

5. If the officer under examination is a member of the Officers' Reserve Corps, a certified copy of this Form 609, A.G.O., should be sent to the Surgeon General of the Army.

6. When a member of the Air Service is transferred from one station or organization to another, his commanding officer will furnish the commanding officer of the new station or organization with a copy of Form 609.

7. If the physical examination record of any officer or enlisted man is incomplete, unsatisfactory, or not at hand, or there is doubt of any character as to his eligibility for flying, the commanding officer of the organization to which he belongs will direct the discontinuance of flying until his physical qualifications have been properly determined, recorded, and certified as required by Militia Bureau Letter No. 201.541, July 6, 1921, and by Pars. 2, 3, and 4, above.

8. Re-examination should be required from time to time as deemed expedient by this Bureau or as may be considered necessary by commanding officers to determine the physical fitness of any one to continue on flying or training duty.

9. Commanding Officers are directed to relieve from flying training or suspend from flying training any individual considered physically unfit, and request a physical examination of such officer or enlisted man, authorizing the resumption of training only when the officer or enlisted man is found physically fit and so reported from the Bureau. (Let. 201, 541 M.B., Sept. 7, 1921.)

National Guard, State of Massachusetts

OATH OF



OFFICE.

I, Lincoln Thomas Dunn, having been
appointed a Captain of Engineers in the
NATIONAL GUARD of the UNITED STATES and of the State of Massachusetts,
do solemnly swear that I will support and defend the Constitution of the United
States and the constitution of the State of Massachusetts, against all enemies,
foreign and domestic; that I will bear true faith and allegiance to the same; that I
will obey the orders of the President of the United States and of the Governor of the
State of Massachusetts; that I make this obligation freely, without any
mental reservation or purpose of evasion, and that I will well and faithfully
discharge the duties of the office of Captain of Engineers in the National Guard
of the United States and of the State of Massachusetts, upon which I am
about to enter: So help me God.

S. T. Dunn

Sworn to and subscribed before me, at Boston, Mass.
this 13th day of July, 1920

W. M. Brook

Notary Public

My commission expires Feb. 2, 1921

D. THE NATIONAL GUARD RESERVE

General Provisions of the Law. Surplus officers of the National Guard. Officers of the said guard rendered surplus by the disbandment of their organizations shall be placed in the National Guard Reserve. Officers may, upon their own application, be placed in the said reserve. (Sec. 77, N. D. A.)

Authority for Enlistments. That hereafter, men duly qualified under regulations prescribed by the Secretary of War may enlist in the National Guard Reserve for a period of one or three years, under such regulations as the Secretary of War shall prescribe, and on so enlisting they shall subscribe to the following enlistment contract and take the oath therein specified: "I do hereby acknowledge to have voluntarily enlisted this——day of ——, 19, — as a soldier in the National Guard Reserve of the United States and of the State of——, for a period of one (or three) year —, unless sooner discharged by proper authority, and I do solemnly swear that I will bear true faith and allegiance to the United States of America and to the State of ——, and that I will serve them honestly and faithfully against all their enemies whomsoever and that I will obey the orders of the President of the United States and the governor of the State of ——, and of the officers appointed over me according to law and the rules and Articles of War": *Provided*, That members of said reserve, officers and enlisted men, when engaged in field or coast defense training with the active National Guard, shall receive the same Federal pay and allowances as those occupying like grades on the active list of said guard when likewise engaged: *Provided further*, That, except as otherwise specifically provided in this Act, no commissioned or enlisted reservist shall receive any pay or allowances out of any appropriation made by Congress for National Guard purposes. (Sec. 78, N. D. A.)

Officers of the National Guard Reserve may be obtained only in the manner authorized by Sec. 77, of the National Defense Act, and there is no authority in law for original appointment in the National Guard Reserve. The two classes from which they may be obtained are as follows:— (Opinion of J. A. G., Oct. 6, 1920.)

(a) Upon their own application, in time of peace, officers of the National Guard may be transferred to the National Guard Reserve after completing three years' commissioned service in an active organization of the National Guard, including commissioned service in the United States Army. Officers of less than three years' service with an active organization shall not be transferred to the National Guard Reserve except in cases where the active organizations to which they are assigned have been disbanded. (Par. 169 (a), N. G. R., '22.)

(b) From surplus officers. Upon the disbanding of an organization of the National Guard, authorized by the Militia Bureau, all commissioned officers qualified for active service, except those transferred or assigned to active units, will be transferred in the grade in which they are commissioned to the National Guard Reserve. (Par. 169 (b), N. G. R., '22.)

Retained on Active List. The following instructions on the above subject from the Secretary of War to the Militia Bureau are published for the information and guidance of all concerned:

"Officers of the National Guard units Federally recognized prior to March 1, 1921, and rendered surplus through the reorganization of such units under tables of organization, 1921, will be retained on active duty status as additional officers in such units until absorbed through vacancy or the annual expansion of the National Guard required under Section 62, National Defense Act, approved June 3, 1916. Additional officers not absorbed as herein provided by June 30, 1923, will be transferred to the National Guard Reserve." (Par. 1, Cir. Let. M. B., No. 18, 1921.)

Active Duty. Officers of the National Guard Reserve cannot become members of the active National Guard in time of peace, except by appointment. Their status as reserve officers provides eligibility only for appointment to the active list (Sec. 74, N. D. A.).

They may engage in field training or coast defense training with the active National Guard when authorized by proper authority. (Par. 180, N. G. R., '19.)

Classification of Reservists. The National Guard Reserve shall consist of:

(a) Assigned reservists.

Assigned reservists include all officers and enlisted men of the National Guard Reserve who are assigned to active organizations.

(b) Unassigned reservists.

Unassigned reservists include all other persons commissioned or enlisted in the National Guard Reserve, who for pertinent reasons are not assigned to active organizations. (Par. 168 N. G. R., '22.)

NOTE.—Civilians cannot be appointed to commissions in the National Guard Reserve. (Cir. Let. 76, M. B., '20.)

Eligibility for Enlistment in the National Guard Reserve shall be limited to:

(a) Persons who have served not less than four months in the United States Army, Navy, or Marine Corps, between April 6, 1917, and November 11, 1918.

(b) Persons who have served not less than one year in the Regular Army, the National Guard in the service of the United States, the Navy, or in the Marine Corps, exclusive of the period April 6, 1917 — November 11, 1918.

(c) Persons who have served in the National Guard for not less than three years.

(d) Persons who have served a three year enlistment in the Organized Reserves and have attended a basic course of instruction for enlisted men for a period of thirty days during such enlistment. (Par. 181 N. G. R., '22.)

Persons who are ineligible for enlistment in the National Guard Reserve on account of insufficient service in any one of the first three classes above (a), (b), or (c), may receive a total credit of valuing one day's service under the first class (a); as equivalent to three days' service in the second class (b), and to nine days' service in the third class (c).

All service shall be attested by honorable discharge certificate or certified copy thereof. (Par. 182 N. G. R., '22.)

Enlistments and reenlistments shall be governed with respect to age and physical qualifications, by current regulations for enlistment in the National Guard. (Par. 183 N. G. R., '22.)

Term of Enlistment shall be: One year, for men who served not less than four months in the United States Army, Navy and Marine Corps between April 6, 1917, and November 11, 1918, and three years, for all others. (Cir. Let. 76, M. B., '20.)

Enlistment Papers for Reserves. Pending the preparation of new blank forms covering enlistments in the National Guard Reserves, Forms Nos. 22-1 and 135-1 A. G. O., with the necessary changes will be used. These changes for the present will consist of inserting the word "Reserve" after the word "National Guard", wherever necessary. (Cir. Let. No. 86, M. B., Dec. 27, 1920.)

Number of Enlisted Reservists that may be Assigned to Active Units:

(a) The number of enlisted reservists who may be assigned to any company, troop or battery shall not exceed the number of active enlisted men in such unit, provided, that the total enlisted strength, active or reserve, shall not exceed the prescribed war strength of such unit.

(b) In units where the authorized enlisted peace strength is less than sixty-five, no enlisted reservists shall be assigned until the prescribed peace strength, in active enlisted men, has been reached. (Par. 180 N. G. R., '22.)

Attendance at Field Training. It is especially desired that all National Guard organizations may participate in the next annual period of field instruction with the maxi-

minimum strength of assigned enlisted reservists as provided for in this circular letter. In order that this may be accomplished, it is very necessary that such enlistment be promptly started. (Cir. Let. 76, M. B., '20.)

Credit for Attendance. Members of the assigned National Guard Reserve shall be required to attend field training and will be considered in computing the minimum strength required for participation in field training. (Par. 184, N. G. R., '22.)

Equipment and Clothing. Equipment and clothing for all assigned reservists should be on hand in each organization and if not now on hand must be secured by requisition before the next field training period. Assigned reservists must be actually enlisted before requisitions are submitted. (Cir. Let. 76, M. B., '20.)

Minimum Strength of Organization. The assigned reserve will not be considered in computing the maintenance strength of sixty-five active members as required by Circular Letters No. 35, June 16, and No. 62, October 16, 1920, Militia Bureau. (Cir. Let. 76, M. B., '20.)

Records. The records of reservists enlisted for or assigned to particular organizations will be kept in their organizations, until the reservists are transferred or discharged, at which time the record will be forwarded to the Adjutant General of the state. (Par. 186 N. G. R., '22.)

Attendance at Armory Drill. Officers and enlisted men of the assigned and unassigned National Guard Reserve, upon their own request, may be authorized to attend the armory instruction of active organizations, but they will not form any part of the minimum strength of attendance required by the War Department at such instruction nor be entitled to armory pay or allowances. (Par. 193, N. G. R., '22.)

No Federal Pay for Armory Drill. Members of the National Guard Reserve assigned to organizations under provisions of paragraph 180 will not be placed on active duty nor be entitled to Federal pay and allowances except under a call or draft by the Federal Government or when engaged in field or coast defense training. (Par. 184, N. G. R., '22.)

Field Training Pay. When members of the National Guard Reserve are engaged in field or coast defense training they will receive the pay and allowances of enlisted men of the National Guard of like grade. (Par. 192, N. G. R., '22.)

Transfer of Assigned Reservists. Members of the National Guard Reserve assigned to any particular unit who remove from the vicinity of their organization will be transferred to the unassigned National Guard Reserve and their papers forwarded to the State adjutant general. (Par. 185, N. G. R., '22.)

Removal from State. Members of the unassigned National Guard Reserve who make a permanent change of residence to another State will be discharged upon presentation of satisfactory evidence that the change of residence is *bona fide* and of a permanent character. (Par. 195, N. G. R., '22.)

ARTICLE II

Enlisted Men

RECRUITING

Detail and Duties of Recruiting Officers. An officer for each regiment and for each battalion, squadron, company, troop, battery, or detachment stationed separately shall be detailed by the commanding officer thereof to enlist for the regiment, battalion, squadron, company, troop, battery, or detachment. (Par. 318, N. G. R., '22.)

Recruiting officers will not allow any man to be enticed into the service by false representations, but will in person explain to every man before he signs the enlistment papers, the nature and terms of the enlistment contract, length of the term of service, and the amount of pay and other allowances to which he is entitled by law. He *will read to him the declaration of applicant* on enlistment papers before the applicant signs same, after which the oath of enlistment will be administered, and signed by the applicant after it has been read and explained to him, and will then be subscribed to by an officer of the Regular Army or an officer of the National Guard detailed as recruiting officer. (Par. 330, N. G. R., '22.)

Recruiting officers will be very particular to ascertain the true age of every applicant for enlistment. If any doubt exists as to the applicant's statement regarding his age, his oath will not be taken as conclusive evidence of the fact, and if he cannot furnish competent proof to support his statement he will be rejected. (Par. 327, N. G. R., '19.)

Recruiting officers will be held to a rigid accountability for accepting men who may be found unfitted for the service. If a man after having been enlisted be discharged because of unfitness for service, and it appears that the enlistment was carelessly made and in violation of these regulations, the officer responsible will be liable to trial by court-martial. (Par. 328, N. G. R., '22.)

A. ENLISTMENTS

Qualifications of Applicants. Any male citizen of the United States and of the State, Territory, or the District of Columbia concerned, or person who has legally declared his intention to become a citizen, if above the age of 18 and under the age of 45 years, able-bodied, free from disease, of good character and temperate habits, may be accepted for enlistment in the National Guard of any State, Territory, or the District of Columbia, with the exceptions herein stated. The restriction as to maximum age and citizenship shall not apply to soldiers who have previously served honestly and faithfully in the United States Army, Regular Army, the Organized Militia, or the National Guard. (Par. 319, N. G. R., '22.)

Enlistments of Certain Classes Prohibited. The enlistment of persons of any of the following classes is prohibited: Persons who because of religious belief shall claim exemption from military service; insane or intoxicated persons; persons who have been convicted of a felony or who have been imprisoned under sentence of a court in a reformatory, jail, or penitentiary; persons under 18 years of age and, for original enlistment persons over 45 years of age; for first enlistment in time of peace, any person (except an Indian) who is not a citizen of the United States or Porto Rico, or who has not made legal declaration of his intention to become a citizen of the United States, or who cannot speak, read, and write the English language; deserters from the military or naval service of the United States; persons in the military or naval service of the United States; persons drawing a military pension from the United States or from any State; members of the Regular Army Reserve; members of the Enlisted Reserve Corps; and a former member of the United

States Army, the Regular Army, Navy, or Marine Corps, the Organized Militia, or the National Guard whose services during the last preceding term of enlistment have not been honest and faithful or whose discharge certificate from the last preceding enlistment bears the notation "is not recommended for reenlistment." (Par. 321, N. G. R., '22.)

Enlistment of Members of Officers' Reserve Corps. In accordance with an approved opinion rendered by the Judge Advocate General of the Army, a member of the Officers' Reserve Corps may enlist in the National Guard and at the same time retain his commission in the Officers' Reserve Corps. (Circular Letter M. B., No. 85, 1920.)

Enlistment of Members of R. O. T. C. *Members of the National Guard, other than commissioned officers, may enroll as members of the Reserve Officers' Training Corps, with the consent of the Governor of their respective States or Territories, or of the District of Columbia Militia with the consent of the commanding general thereof. Such consent shall in each case, specifically excuse the member of the National Guard as such from any duty which would conflict with any obligation contained in Regulations for members of the Reserve Officers' Training Corps. Members of the Reserve Officers' Training Corps may enlist in the National Guard with the same restrictions as appertain to enlisted men of the National Guard enrolling in the Reserve Officers' Training Corps: Provided, that not exceeding ten per centum of the minimum authorized enlisted strength of any company, troop, battery, or similar organization of the National Guard, may at the same time be enlisted men of the National Guard and enrolled members of the Reserve Officers' Training Corps.* (Circular Letter M. B., No. 55, 1920.)

Enlistment of a Pensioner. The enlistment of a pensioner in the National Guard, not in Federal service, would not terminate his pension, but in the event of his being called into Federal service his title to pension would terminate from the date of his re-entry into such service. (Cir. Let. 21, M. B., July 26, 1918.)

National Guard at Civilian Military Training Camps. Enlisted men of the National Guard may enroll for attendance at any of the Civilian Military Training Camps, provided, that not exceeding ten per centum of the enlisted strength of any National Guard organization may be, at the same time, so enrolled. (Par. 1006, N. G. R., '22.)

Enlistment of Members of Public Health Service. In an opinion rendered August 5, 1920, the Judge Advocate General of the Army states: "It appears that there is no statutory provision against members, Regular or Reserve (on active duty or not) of the U. S. Public Health Service becoming members of the National Guard." The Secretary of War and Secretary of the Treasury have indicated that they will welcome such membership in the National Guard. (Circular Letter M. B., No. 55, 1920.)

Enlistment of Members of the Naval Reserve in the National Guard. The following extracts from communications received from the Chief Bureau of Navigation, Navy Department, give the policy of that Department on the above subject, and are quoted for the information of all concerned:

"It has come to the attention of this Bureau that in certain instances commanding officers of the National Guard units have enlisted members of the Naval Reserve Force on inactive duty without first having obtained discharges from the Reserve Force.

"It is requested that commanding officers of National Guard units be advised that it is absolutely necessary that the individual be discharged from the Naval Reserve Force prior to executing oath for enlistment in the National Guard."

"It is not the policy of the Navy Department to authorize the discharge of members of the Reserve Force to join the National Guard. These men have been trained at sea under war conditions, and form a valuable asset to the Navy and to the Nation, so that it is most desirable to continue them as a part of the Naval Reserve Force. The training for the Navy is entirely different from that in the National Guard, and the Federal Government is the loser by transferring men from the naval to the military service.

"In case there are any special cases of men preferring service in the National Guard to that in the Naval Reserve Force, such men should make application to the Commandant of

the District in which they reside and each case will be considered upon its merit. The Navy Department will not issue general authority to discharge members of the Reserve Force to enable them to enter the National Guard." (Circular Letter No. 11, M. B., 1921.)

Applications of Non-Residents. Applications to enlist in the National Guard from persons who have not been residents of the community in which enlistment is desired for at least three months immediately preceding the application will not be granted without special authority from the regimental or other higher commanding officer, if there be no regimental organization. (Par. 323, N. G. R., '22.)

Enlistment of Married Men. The enlistment or reenlistment of married men or of persons having others dependent upon them for support is to be discouraged and will be permitted only for some good reason in the public interest, such as for the purpose of becoming an officer. In no case will it be authorized when the person's family or dependents would be left without support in case he should be called into the service of the United States. Applications for such enlistments and reenlistments will be determined finally by the regimental or other higher commanding officer if there be no regimental organization. No release from service will be extended to a married man on account of a marriage contracted after entry into the service. (Par. 322, N. G. R., '22.)

Applicants for Original Enlistments. Applicants for original enlistment and men who apply to enter the National Guard after an interval of more than three months from date of discharge from the Regular Army, Navy, or Marine Corps, or from the Organized Militia or the National Guard will be required to furnish evidence of good character. (Par. 324, N. G. R., '22.)

Former members of the United States Army, the Regular Army, Navy, or Marine Corps, the Organized Militia, or the National Guard, who apply to enter or reenter the National Guard, and who cannot pass the required examinations in all respects, will not be enlisted without special authority from the Secretary of War. In such cases the applicant will be subjected to the complete examination and the results will be reported when application is made for special authority for his enlistment or reenlistment. (Par. 325, N. G. R., '22.)

Enlistment of Men while their own Unit is awaiting Federal Recognition. The Militia Bureau has observed that men first enrolled in a company may become discouraged before the minimum strength for Federal recognition is secured. It is believed that this loss would end if the men enrolled were assigned to a recognized unit, in the vicinity, in which they can be equipped and receive armory drill pay while awaiting for the necessary enrollment. This procedure is recommended, provided all the provisions and requirements for the recognition of new units and the maintenance of the strength of the old units are observed. (Cir. Let. No. 62, M. B., Oct. 18, 1920.)

Enlistment of Minors Under 18 Years of Age. The enlistment of a minor under 18 years of age with or without parental consent is prohibited. Should a minor under the age of 18 enlist by falsely representing himself to be over that age, he will render himself liable to punishment for fraudulent enlistment. Parental consent is not necessary for the enlistment of a minor whose age is 18 years or over, and such consent will not be recognized or accepted. (Par. 326, N. G. R., '22.)

Jurisdiction over Enlisted Minor. A minor enlisted at the age of 19, and the parents desired his discharge, which was denied by the organization commander. A writ of habeas corpus was issued. The decision is well worth investigating by National Guard officers who have to answer before any of the State Courts upon a habeas corpus writ.

The judgment of the Mississippi Court was to the effect that the writ of habeas corpus was denied, and that the enlisted minor was a member of the National Guard organization, properly enlisted under the law, and that the organization commander had control. (Cir. Let. 26, M. B., March 31, 1922.)

Exemptions from Militia Duty. The Vice-President of the United States; the officers, judicial and executive, of the Government of the United States and of the several States and Territories; persons in the military or naval service of the United States; customhouse clerks; persons employed by the United States in the transmission of the mail; artificers and workmen employed in the armories, arsenals, and navy yards of the United States; pilots; mariners actually employed in the sea service of any citizen or merchant within the United States, shall be exempt from militia duty without regard to age, and all persons who because of religious belief shall claim exemption from military service, if the conscientious holding of such belief by such person shall be established under such regulations as the President shall prescribe, shall be exempted from militia service in a combatant capacity; but no person so exempted shall be exempt from militia service in any capacity that the President shall declare to be noncombatant. (Sec. 59, N. D. A.)

Enlistment Period. Original enlistments in the National Guard shall be for a period of three years and subsequent enlistments for periods of one year each: *Provided*, That persons who have served in the Army for not less than six months, and have been honorably discharged therefrom, may, within two years after the passage of this Act, enlist in the National Guard for a period of one year and reenlist for like periods. (Sec. 69, N. D. A.)

The enlistment in the National Guard for periods of one and three years carries with it no obligation to serve in the National Guard Reserve. (Par. 317 (d) N. G. R., '22.)

Physical Examination. Applicants for enlistment will be sent by the authorized recruiting officer to the examining surgeon designated for the organization for which enlistment is desired. The surgeon will make a careful and thorough examination and will state whether he is satisfied that the applicant is within the required age limits and conforms in every respect to the requirements for enlistment in the National Guard. If, in the opinion of the examining surgeon, the applicant is disqualified in any particular, he will be rejected by the recruiting officer. If the applicant is found physically qualified and recommended for enlistment by the surgeon, the recruiting officer will determine whether the applicant fulfills all other requirements for enlistment, and if so he may be enlisted. (Par. 340, N. G. R., '22.)

The standards of physical examination for enlistment in the National Guard are those fixed for the Regular Army with such exceptions and modifications as may be announced from time to time by the Militia Bureau. (Par. 338, N. G. R., '22.)

NOTE. — The Standards of physical examination for the Regular Army are contained in Army Regulations 40-105, June 20, 1921, of which the following is an extract:

GENERAL EXAMINATION, INCLUDING HEIGHT, WEIGHT, AND CHEST MEASUREMENT

23. Facts determined by inspection. Examination will be conducted with the applicant entirely nude. A thorough general inspection of the entire body will be made, noting the proportion and symmetry of the various parts of the body, the chest development, the condition and tone of the muscles, the general nutrition, the character of the skin, the presence of any deformities or signs of immaturity. This examination frequently determines the fact of the applicant's unfitness for military service, it may show him to be undersized, underweight, undeveloped, pale and scrawny, poorly nourished, with thin flabby muscles, or manifestly lacking in stamina and resistance to disease.

24. Evidences of maturity. Physical evidence of maturity may be summed up as follows:

- a. The wisdom teeth are sometimes but not always cut.
- b. There should be some beard upon the face, hair under the arms, and a full growth of hair around the genitals extending upward on the abdomen.
- c. The skin of the scrotum has lost its soft texture, smooth surface and pinkish hue, and is assuming a wrinkled surface with a darker tint.

25. **Directions for taking height.** Use a board at least 2 inches wide by 80 inches long placed vertically and carefully graduated to one-quarter inch. The applicant will be placed against the measuring board with his feet together, the weight being thrown on the heels and not on the toes nor on the outside of the feet. He must be made to stand erect without rigidity, and with the heels, calves, buttocks, and shoulders touching the board, the chin being depressed sufficiently to bring the head into a natural upright position. Obtain the height by placing horizontally, in firm contact with the top of the head and against the measuring board, an accurately squared board, which should preferably be attached permanently to the measuring board. The height will be recorded in inches and parts of an inch to the quarter.

Where a measuring rod is arranged on the scales this may be used.

26. **Weight.** The applicant will be weighed on a standard set of scales which are known to be correct. The weight will be recorded in pounds (fractions of pounds will not be recorded).

27. **Directions for taking chest measurements.** The applicant will be made to stand erect with his heels together and arms hanging loosely at the sides. The measuring tape will be carefully adjusted around the chest, with the upper edge of the tape just below the lower angles of the shoulder blades behind and the nipples in front. The tape should be approximately horizontal. The applicant will then be directed to take several deep breaths, followed by complete exhalation, in order to verify the maximum measurements. Care must be taken not to displace the tape and to avoid muscular contortions which frequently cause a greater inspiratory measurement than the actual lung capacity warrants. Great patience and care are often necessary to obtain correct results in these measurements, as many men do not know how to expand the chest correctly and must be taught the proper method. The chest measurement at inspiration and expiration will be recorded in inches and fractions of an inch to quarters. The mobility is the difference between the measurements recorded at inspiration and expiration.

28. Standards of height, weight, and chest measurement.

A.				B.			
Standard accepted measurements.				The following variations from the standard shown in column A are permissible when the applicant is active, has firm muscles, and is evidently vigorous and healthy.			
Height.	Weight.	Chest measurement		Height.	Weight.	Chest measurement	
		At expiration.	Mobility.			At expiration.	Mobility.
<i>Inches.</i>	<i>Pounds.</i>	<i>Inches.</i>	<i>Inches.</i>	<i>Inches.</i>	<i>Pounds.</i>	<i>Inches.</i>	<i>Inches.</i>
64	128	32	2	64	120	30	2
65	130	32¼	2	65	121	30	2
66	132	32½	2	66	122	30¼	2
67	136	33	2	67	124	30½	2
68	141	33¼	2½	68	126	30¾	2
69	143	33½	2½	69	128	31	2
70	155	34	2½	70	130	31¼	2
71	162	34¼	2½	71	133	31¾	2
72	169	34¾	3	72	138	32¼	2½
73	176	35¼	3	73	143	32¾	2½
74	183	36	3	74	148	33½	2½
75	190	36¾	3¼	75	155	34¼	2¾
76	197	37¼	3½	76	161	34¾	2¾
77	204	37¾	3¾	77	168	35¼	3
78	211	38¼	4	78	175	35¾	3

29. **Exercises.** The applicant will be put through a series of movements similar to those described below, which will bring into action the various joints and muscles of

the body. This purpose is best accomplished by requiring the applicant to follow the movements as made by the examiner or an assistant.

a. The elbows should be brought firmly to the sides of the body and the forearms extended to the front, palms of the hands uppermost, extend and flex each finger separately, bring the tips of the thumbs to the base of the little fingers, close the hands, with the thumbs covering the fingers, extend and flex the hands on the wrists, rotate the hands so that the finger nails will first be up and then down, move the hands from side to side. Extend the arms and forearms fully to the front and rotate them at the shoulders, flex the forearms on the arms sharply, striking the shoulders with the fists. Extend the arms at right angles with the body, place the thumbs on the points of the shoulders, raise and lower the arms bringing them sharply to the sides at each motion. Let the arms hang loosely by the sides swing the right arm in a circle rapidly from the shoulder, first to the front and then to the rear, swing the left arm in the same manner. Extend the arms fully to the front, keeping the palms of the hands together and the thumbs up, carry the arms quickly back as far as possible, keeping the thumbs up, and at the same time raise the body on the toes. Extend the arms above the head, locking the thumbs, and bend over to touch the ground with the hands, keeping the knees straight.

b. Extend one leg, lifting the heel from the floor, and move all the toes freely, move the foot up and down and from side to side, bending the ankle joint, the knee being kept rigid, bend the knee freely, kick forcibly backward and forward, throw the leg out to the side as far as possible, keeping the body squarely to the front, repeat all these movements with the other foot and leg, strike the breast first with one knee and then with the other, stand upon the toes of both feet, squat sharply several times, kneel upon both knees at the same time: if the man comes down on one knee after the other there is reason to suspect infirmity).

c. Take the position to "fire kneeling", stand erect, present the back to the examiner, and then hold up to view the sole of each foot, leap directly up, striking the buttocks with both heels at the same time, hop the length of the room on the ball of first one foot then the other, make a standing jump as far as possible and repeat it several times. Run the length of the room several times.

30. Results of exercises. While the exercises prescribed may cause some breathlessness and accelerated throbbing of the blood vessels, they should not cause manifest exhaustion or great distress in a healthy man. Lack of ability to perform any of these exercises indicates some defect or deformity that should be investigated further.

31. Standards for applicants for enlistment. a. No applicant will be accepted who is less than 64 inches in height or weighs less than 120 pounds, or has a chest mobility of less than 2 inches.

b. In general, an applicant will not be accepted whose weight and chest measurement are not proportionate to his height, as prescribed in column A of table in paragraph 28. In special cases when the applicant is active, has firm muscles, and is evidently vigorous and healthy, variations to the extent noted in column B of table in paragraph 28 may be allowed. No applicant will be accepted who falls below the requirements laid down in column B of the table.

c. Variations in weight above the standard are not disqualifying unless sufficient to constitute such well-marked obesity as to interfere permanently with normal physical activity. No applicant will be accepted for Cavalry service whose weight is in excess of 180 pounds.

d. The following conditions are causes for rejection:

- (1) Any deformity which is repulsive or which prevents the proper functioning of any part to a degree interfering with military efficiency.
- (2) Obesity when so marked as to interfere with marching or military duties.
- (3) A height of more than 78 inches.

- (4) Deficient muscular development.
- (5) Deficient nutrition.
- (6) All acute communicable diseases.
- (7) All diseases which are of long duration or are usually progressive. Among these may be mentioned:
 - (a) Chronic malaria and malarial cachexia.
 - (b) Severe uncinariasis.
 - (c) Tuberculosis, of whatever degree and whether general or localized.
 - (d) Leprosy and actinomycosis.
 - (e) Pellagra, scurvy, and beriberi.
 - (f) Recurrent attacks of rheumatic fever, chronic articular rheumatism, and chronic arthritis.
 - (g) Cellulitis and osteomyelitis.
 - (h) Malignant disease of all kinds in any location.
 - (i) Hemophilia and purpura.
 - (j) Luekemia of all types.
 - (k) Pernicious anemia.
 - (l) Secondary anemia, unless mild and due to an easily remediable cause.
 - (m) Splenic anemia.
 - (n) Filariasis and trypanosomiasis.
 - (o) Diabetes mellitus or insipidus.
 - (p) Acromegaly, gigantism, myxoedema, cretinism, Addison's disease, and other endocrine diseases.
 - (q) Chronic metallic poisoning.

32. Standards for candidates for commission. The same as for applicants for enlistment.

Form to be Used. The record of physical examination for enlistment will be made *in duplicate* on Form No. 135-1, A. G. O.

Disposition of Form No. 135-1 A. G. O. The ORIGINAL (accomplished) will be filed with the organization records. A convenient place to file it is with its corresponding Enlistment Paper in rear of the Service Records in the service record tray of the company field desk. The DUPLICATE COPY (accomplished) will be forwarded with the duplicate copy of the corresponding enlistment paper to the State Adjutant General.

Vaccination. All applicants for enlistment or reenlistment will be examined by the surgeon to ascertain whether vaccination against smallpox and typhoid is required. In all cases where there is not positive evidence of successful inoculations the *operations for both purposes will be performed immediately after the completion of the enlistment.* Vaccine for both will be supplied by the Surgeon General of the Army. A record of vaccination will be made on forms furnished by the War Department (Form 81-1, S. G. O.) and filed with the enlistment papers. (Par. 339, N. G. R., '122.)

Vaccination Important. Commanding Officer of all National Guard organizations should be directed to cause an examination to be made of the service records in their commands and will require that enlisted men who have no record, or incomplete records, of vaccinations against typhoid and paratyphoid fevers and smallpox during the current enlistment be examined by National Guard medical officers and vaccinated in accordance with paragraph 349, National Guard Regulations, 1919, and that the record thereof be made upon the service record in the appropriate place. National Guard officers who are not properly protected against typhoid and paratyphoid fevers and smallpox should also be vaccinated. The attention of all commanding officers of National Guard organizations should be directed to the necessity of strict compliance with existing regulations relative to vaccination against typhoid fever, paratyphoid fever and smallpox and the making of

PHYSICAL EXAMINATION FOR ENLISTMENT

NATIONAL GUARD

State of Massachusetts

Smith John A.
(Surname) (Christian name)* (Army serial number, if
Enlisted } January 1st 1921, at Cambridge, Mass.
~~Enlisted~~ }

STATEMENT OF APPLICANT.

Have you found that your health and habits in any way interfere with your success in civil life? And if so, give details. no

Have you ever since childhood wet the bed when asleep? no Do you consider that you are now sound and well? yes
What illnesses, diseases, or accidents have you had since childhood? hernia

Have you ever had any of the following? If so, give approximate dates:

Spells of unconsciousness or convulsions no
Gonorrhea no Sore on penis no

Have you ever raised or spat up blood? no When were you last treated by a physician, and for what ailment?

Feb. 20, 1920 for hernia

Have you ever been under treatment at a hospital or asylum, and if so, for what ailment? yes. Operation for hernia

I CERTIFY that the foregoing questions and my answers thereto have been read over to me; that I fully understand the questions, and that my answers thereto are correctly recorded and are true in all respects.

I FURTHER CERTIFY that I have been fully informed and know that if I secure my enlistment by means of any false statement or misrepresentation I am liable to trial by court-martial for fraudulent enlistment.

John A. Smith
(Signature of applicant.)

PHYSICAL EXAMINATION AT PLACE OF ENLISTMENT.

(Applicant stripped. See Instruction 7.)

Weight 140 lbs. Height 68 inches. Age 21-1/12 Race white

Girth of chest (at nipples): At expiration 33 inches; at inspiration 37 1/2 inches.

General examination (physique, skin, head, chest, abdomen, extremities, etc.) normal

General surgical conditions (including hernia, hemorrhoids, varicose veins, and state of abdominal wall and viscera) normal. Varicose veins, right leg. Scar from hernia operation.

Organs of locomotion (including bones, joints, muscles, and tendons) normal

Genito-urinary system normal

Vision: Right eye 20/20 Left eye 20/20 Eye conditions normal

Hearing: Right ear 20 Left ear 20 Ear, nose, and throat conditions normal

Teeth

	Right.				Left.											
Upper	8	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8
Lower	8	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8

 (Strike out those that are missing; circle those that may be restored.)

Mouth and gums normal

Cardio-vascular system (including functioning of kidneys) normal

Lungs normal

Neuro-psychiatric examination normal

Remarks

I CERTIFY that I have carefully examined the applicant and have correctly recorded the results of the examination; and that, to the best of my judgment and belief, he is mentally and physically qualified for service in the United States Army, ~~and is physically and mentally~~

Place Cambridge, Mass. Mark W. Howell

Date Jan. 1st, 1921 Major Medical Corps.

Form No. 135-1, A. G. O. *See Instruction 5. †See Instruction 5. ‡Strike out word or clause not applicable. 8-4132

Vaccination Register
Form # 81, S.G.O.

Face

Reverse

VACCINATION REGISTER

SMITH		JOHN A.	
SURNAME		CHRISTIAN NAME	
PVT	"C"	1st ENGRS. Mass. NG	
RANK	COMPANY	REGIMENT OR STAFF CORPS	
Enlisted, January 1st, 19 21			
At Cambridge, Mass.			
Date of birth Dec. 1st, 1899, 19			
TYPHOID			
VACCINATION AGAINST			
DOSE	TEMPERATURE	DATE	INITIALS
First		1/1/21	MMH
Second	XXXXXX	1/10/21	MMH
Third	XXXXXX	1/19/21	MMH
LAST PREVIOUS VACCINATION AGAINST			
DATE	PLACE	NO. OF DOSES	
XXX	XXXX	XXX	
HISTORY OF TYPHOID FEVER, IF ANY			
YEAR	PLACE		
	NONE	NONE	
PARATYPHOID			
VACCINATION AGAINST			
DOSE	TEMPERATURE	DATE	INITIALS
First			
Second	XXXXXX		
Third	XXXXXX		
LAST PREVIOUS VACCINATION AGAINST			
DATE	PLACE	NO. OF DOSES	
HISTORY OF PARATYPHOID FEVER, IF ANY			
YEAR	PLACE		
SMALLPOX			
VACCINATION AGAINST			
DATE	RESULT	INITIALS	
1/1/21	successful	MMH	
LAST PREVIOUS SUCCESSFUL VACCINATION AGAINST			
DATE	PLACE		
	NONE	NONE	
HISTORY OF SMALLPOX, IF ANY			
YEAR	PLACE		
	none	none	

REMARKS

STATION OR COMMAND
Co. "C" 1st Engrs., Mass. N.G.
Cambridge, Mass.

INSTRUCTIONS

1. A record will be kept on cards of this form, except as otherwise specially authorized, of all vaccinations against typhoid fever, paratyphoid fever, and smallpox given under the direction of medical officers to officers, enlisted men, and civilian employees of the Army, and to other civilians accompanying or resident with military commands.
2. The card will be begun in each case immediately upon giving either vaccination, making proper entry thereof, which will be authenticated by the initials of the responsible medical officer. The other blank spaces on the card will be filled out as soon as practicable.
3. In the case of a civilian employee, the character of his employment (clerk, teamster, etc.) and the staff corps or department in which he is employed will be noted in the spaces rank, company, and regiment. A brief notation of the status of other civilians will be made in the same spaces.
4. The result of the vaccination against smallpox will be recorded as *successful* or *unsuccessful*. The term *protected* will not be used.
5. The cards will be filed by classes (officers, enlisted men, civilian employees, and other civilians separately), each class by names in dictionary order. The cards of enlisted men, civilian employees, and civilians may be destroyed after 5 years from the date of the last vaccination recorded thereon.
6. Supplemental or continuation cards will be prepared and attached to the original cards as necessary.
7. Should the soldier leave the command en route to another command before the result of the vaccination against smallpox is ascertained or before the third dose of typhoid or paratyphoid vaccine is given, a duplicate of the incomplete vaccination card should be sent by the surgeon direct to the surgeon of the new command for the latter's guidance in completing the procedure.

Form 81
MEDICAL DEPARTMENT, U. S. A.
(Revised March 20, 1917.)
Ed. Sept. 10-17-2,500,000.

- 126

the prescribed records in connection therewith. (See Special Regulations No 28, W. D. 1917, Par. 866, A. R., Pars. 186-193 M. M. D., as changed).

Attention is directed to the fact that under existing regulations (Paragraph 25, S. R., No. 28, W. D., 1917), individuals who establish to the satisfaction of the responsible medical officer that they have been completely vaccinated against typhoid and paratyphoid fevers within three years, are not required to be again vaccinated against these diseases until after the expiration of the three-year period. (Cir. Let. No. 43, M. B., July 24, 1920.;

Requisition for Virus for Inoculation and Vaccination. Requisition for virus (for vaccination against typhoid fever paratyphoid fever and smallpox) should be forwarded direct to the Militia Bureau where arrangement will be made with the Surgeon General for supply. (Cir. Let. No. 43, M. B., July 24, 1920.)

Identification Record. For the purpose of identification of soldiers in time of war and for the purpose of instruction of medical officers in this work an outline figure and finger-print record will be made of each enlisted man by the medical officer making the physical examination, on forms prescribed by the War Department. (Form 260, A. G. O.)

This record when completed will be filed with the soldier's report of physical examination on file with the records of the organization to which the man belongs and will be inspected and verified by the instructor of sanitary troops at the time the physical record of the soldier is verified. (Pars. 351 and 352, N. G. R., '19.)

(Front Face)

Sally John Ave

(Surrender.)

(c) _____

*Regular Army. *Volunteer Army.

*Regular Army Reserve. *Enlisted Reserve

Enlisted January 10, 1927

[illegible]

At CARPENTER, MOORE

Date of last prior enlistment:

none 191

* *White*—* *covered*. Height 68 inches.

Age 27 years, 1 months.

Finch wrens taken Jan. 1, 1921. 191

Cambriidge Mass.

Mark H. Howell

MARTIN. HOWELL

Me: n: C: Ma: s: N: C: S: r: k: e
Strike out words not applicable.

When completed this form will be forwarded to:

Adjutant General of the Army.



FORM NO. 250, A. T. O.
Ed. Mar. 10-17-200,000.

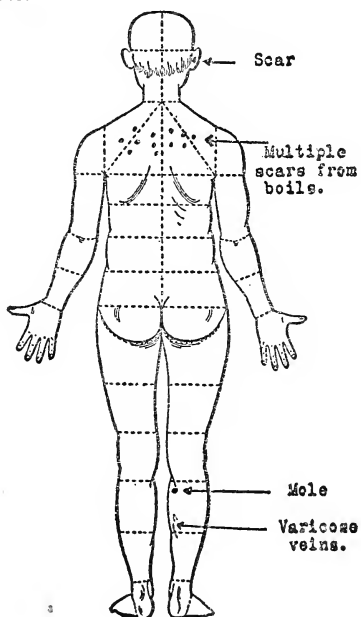
2-2

Signature of soldier:

John A. Smith

[illegible]

Scar from
hernia operation
3" by 1".



Scar

Multiple
scars from
boils.

Mole

Varicose
veins.

INSTRUCTIONS FOR FINGER PRINTING

Materials and Appliances. These consist of:—A zinc-faced ink-plate on which the ink is to be spread and a composition roller with removable handle for spreading ink.

A tube of **printer's ink**.

Pads of unglazed paper for practice work.

The above form part of the "Recruiting Outfit," Emergency M. M. D., and may be obtained on requisition made in the usual way.

Benzene for cleaning the plate and roller and the fingers of the subject is necessary.

Cloths for cleaning the roller and plate, and for wrapping them when not in use.

Care of the Appliances. The ink plate is easily scratched and dented and the roller is soft and easily defaced. Neither is fit for use unless perfectly smooth. They should be carefully cleaned with benzene after use and all old ink removed, then wrapped in cloth to keep them from damage. The roller is easiest cleaned and cared for if it is taken out of the handle. The ink tube should be kept capped to prevent thickening.

To Prepare the Plate and Roller for use. See that both are absolutely clean. Any old ink, dust particles or dirt on either will make good work impossible.

Distribute the ink on the surface of the plate (rather than on the roller), in thin dots about the size of the end of a match stick. Eight or ten such dots are sufficient for the size of plate issued with the outfit, and each dot should contain very little ink. The tendency is to use too much ink. It is impossible to get satisfactory prints if the film is too thick and it is better to use too little ink at first and add more if it is absolutely necessary, rather than to use too much and have to clean part of it off.

Use the roller to spread the ink on the plate until it forms a uniform and very thin layer over both plate and roller. That will take considerable rolling, but if the film is not even or if it is too thick the results will not be good. The layer of ink should be so thin that when the finger is pressed into it and lifted, it will leave the plate almost clean.

The roller should be used as often as necessary to redistribute the ink and enough ink added in small dots from time to time to keep the film the right thickness.

If the ink becomes too thick to spread easily it can be thinned on the plate by a little benzene, but it is very easy to get the ink too thin.

Handling the Blank Forms. The form must be held firmly while the impressions are being made. It should be located on the table so that the finger can be brought into the space intended for it without the rest of the hand coming into contact with the form. This is done by folding part of the form down at right angles to the edge of the table along the lines indicated on it, thus dropping part of the form not being used out of the way. The table should be of such height that the hand will rest on it when the forearm is bent at a right angle with the arm.

If much work is to be done it is a convenience to make a board large enough to take the form and leave room for a clamp by which it can be attached to the table, the board having a wooden batten along one side as a guide for the blank and a clamp to hold the blank in place against the guide. Such arrangement saves time in locating the blank and prevents slipping, which if it occurs will ruin the print.

Preparation of the Finger for Printing. Ordinarily none is needed. If the grooves on the finger-tip are filled with dirt, use a little benzene to clean them. But be sure that the finger is dry before making prints from it, or the benzene on it will make the ink too thin and the print will be blurred.

Directions to the Subject. The subject is inclined to help the operator in making the print by using pressure and trying to roll the finger in inking and printing. He should be told that all work is to be done by the operator and that he must not make an attempt to assist.

IDENTIFICATION RECORD CARD (Form 260 AGD)






(Reverse face)

FINGER PRINTS.






N. 2.—Do not write on this side of the sheet.

Classification No. _____

RIGHT HAND.

1. Thumb.	2. Index.	3. Middle.	4. Ring.	5. Little.
				
FOLD ON THIS LINE.				

LEFT HAND.

6. Thumb.	7. Index.	8. Middle.	9. Ring.	10. Little.
				
FOLD ON THIS LINE.				

LEFT HAND.

Plain impression of the four fingers taken simultaneously.



RIGHT HAND.

Plain impression of the four fingers taken simultaneously.



Kinds of Impressions. These are two kinds; rolled and plain. The rolled impression is the most important and is the impression used recording the individual fingers. The plain impression is used for the print of all the fingers made simultaneously.

To make the Rolled Impression. Stand facing the blank, with the ink-plate to the right of it, take the left forearm of the subject between your right elbow and your body, to control it. Grasp the finger to be printed with the forefinger and thumb of both your hands and tuck the fingers of the subject's hand which you are not going to use down into his palm out of the way.

Rotate the finger as far as it will comfortably go to the subject's left (through about 45 degrees), and lay it in this position on the plate so that the whole terminal joint will come on the inked surface. Then rotate the finger to the subject's right through about ninety degrees or as far as it will comfortably go to his right. Do not use much pressure and take care not to slide the finger on the plate. Do not let the subject use any pressure himself or make any attempt to rotate the finger.

Lift the finger off the plate, turn it through about ninety degrees to the subject's left again, lay it down in this position in the space intended for it on the form, with the whole length of the terminal joint inside the space and at right angles to the horizontal line bounding the space and rotate it through ninety degrees to the subject's right, using even pressure and taking care not to slip it.

Then lift the finger off the form without rotating it back to the left in the slightest degree and without sliding it.

Proceed in this way with the fingers of both hands, and with the right index finger in the separate space provided for it on the briefing fold of the form.

To make the Plain Impression. Bring the four fingers of the subject side by side and lay their tips on the plate, then press each terminal joint down lightly to ink it, lift the hand by the wrist, transfer it to the proper place on the form, lay the terminal joints down on the paper without sliding them and press each joint down gently to make the print. Then lift the hand straight up without pulling or sliding.

The subject must not try to locate his fingers himself or use any pressure.

Successful Prints. Success in making impressions depends (1), on the inking of the finger, if too much or too little ink is used or if the ink is dirty or unevenly distributed on the plate, the print will be worthless; (2), on the care with which the finger is rolled on the form. If it is slipped or pulled, if the pressure is not even, if the whole width of the pull of the finger is not printed, i.e., if the finger is not rolled enough, or if the print does not extend down to the crease between the terminal and the second phalanx the print is not satisfactory.

A successful print is almost as clear as an engraving and need not necessarily be very black. It should show each loop and whorl so clearly that they can be easily recognized and the ridges and furrows so distinctly that they can be counted without difficulty. If any of the features of the print are blurred and unrecognizable, or if in any part of it the lines and furrows cannot be counted, the print is valueless, for it cannot be classified for filing. The impressions dry rapidly but care should be taken not to allow them to be rubbed or handled for some ten minutes after they have been made. (Cir. Let. No. 24, M. B., March 25, 1921.)

Oath of Enlistment. Men enlisting in the National Guard of the several States, Territories, and the District of Columbia shall sign an enlistment contract and subscribe to the following oath of enlistment: "I do hereby acknowledge to have voluntarily enlisted this——day of——, 19— as a soldier in the National Guard of the United States and of the State of——, for the period of three (or one) year——, under the conditions prescribed by law, unless sooner discharged by proper authority. And I do solemnly swear that I will bear true faith and allegiance to the United States of America and to the State of ——, and that I will serve them honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and of the gover-

ENLISTMENT PAPER (Form 22-1 AGO)

(Front Face)

ENLISTMENT PAPER

NATIONAL GUARD

State of Massachusetts

Smith John A. John A.
(Surname) (Christian name) (Army serial number.)
Home address 215 Magazine St. Cambridge Mass.
(No. and street or rural route; if none, so state.) (City, town, or post office.) (State or country.)
Enlisted at Cambridge, Mass. on the First day of January, 1921
by Capt. L. T. Dunn for Co. "C", 1st Engrs. MNG white three (3)
(Company and regiment or arm or corps or department.) (Race) (Age) years.
PRIOR SERVICE. (See Instruction 4.) NONE

* See Instruction 3.

† See Instruction 3.

‡ Strike out words not applicable.

DECLARATION OF APPLICANT.

I, John A. Smith, desiring to be enlisted in the National Guard of the United States
(See Instruction 3.)
and of the State of Massachusetts for the period of (see Instruction 6) three (3) years
do declare that I am of legal age to enlist and believe myself to be physically qualified to perform the duties of an able-bodied soldier; that I am of good habits and character in all respects and have never been discharged from the United States service (Army, Navy, or Marine Corps), or from the Organized Militia or National Guard or any other service on account of disability or through sentence of either civil or military court, nor discharged from any service, except with good character and for reasons given by me to the recruiting officer prior to enlistment;
(1) and that I am, or have made legal declaration of my intention to become, a citizen of the United States and of the State of Mass.
I do further declare that I am not (2) married; and that no one is now solely dependent upon me for support.

Given at Cambridge, Mass. this 1st day of January, 1921

(Signature of witness.)

(Signature of applicant.)

(1) To be lined out if a recruit. (2) In the case of married men line out the word "not."

OATH OF ENLISTMENT.

THE UNITED STATES OF AMERICA,

STATE OF Massachusetts

CITY, TOWN, OR MILITARY POST Cambridge

ss:

I, John A. Smith, born in Cambridge

(See Instruction 3.)

in the State of Massachusetts, aged 21 years and 1 months, and by occupation a carpenter, do hereby acknowledge to have voluntarily (1) enlisted this 1st day of January, 1921, as a soldier in the National Guard of the United States and of the State of Massachusetts for the period of (see Instruction 6) Three (3) years, under the conditions prescribed by law, unless sooner discharged by proper authority. And I do solemnly swear that I will bear true faith and allegiance to the United States of America and to the State of Massachusetts, and that I will serve them honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and of the governor of the State of Massachusetts, and of the officers appointed over me according to law and the rules and articles of war.

John A. Smith [SEAL.]
(See Instruction 3.)

Subscribed and duly sworn to before me this 1st day of January, A. D. 1921

L. T. Dunn.
Capt. 1st Engrs. Mass. N. G.

Recruiting Officer.

Form No. 22-1, A. G. O.
(For National Guard.)
June 10, 1918.

(1) If recruited, insert "re."

9-2018

ENLISTMENT PAPER (Form 22-1 AGO)

(Reverse)

CERTIFICATE OF INSPECTION AND ENLISTMENT.

I certify that this soldier, who was accepted for enlistment on the First day of January, 1921, by Capt. I.T.Dunn at Cambridge, Mass. was minutely inspected by me previous to his enlistment; that he was entirely sober when enlisted; that to the best of my judgment and belief he fulfills all legal requirements; that I have enlisted him into the National Guard of the United States and of the State of Massachusetts under this enlistment contract, and, in doing so, have strictly observed the regulations which govern the recruiting service.

He has blue eyes, light brown hair, fair complexion, and is 5 feet 8 inches in height. He gave his residence as Cambridge, Massachusetts and the name and address of person to be notified in case of emergency as Mrs. Herbert K. Smith (mother)

215 Magazine St.
(Name and degree of relationship; if friend, so state.)

Cambridge
(Number and street or rural route; if none, so state.)

Cambridge

(City, town, or post office.)

Massachusetts

(State or country.)

L. T. Dunn
Capt. 1st Engrs., Mass. N.G. Recruiting Officer.

INDORSEMENT OF U. S. MUSTERING OFFICER.

(See Instruction 1.)

This soldier, now a _____ of _____ Company _____ Regt _____, National Guard, State _____, reported at (1) _____, on _____, under the call (or draft) of the President dated _____, 19____. The essential information from this paper, including date and place of reporting, has been entered on the service record of the soldier.

Remarks (2) _____

Place _____

U. S. Mustering Officer.

Date _____

(1) Insert the home station or place of company, troop, or battery rendezvous at which the soldier reported under the call (or draft) of the President and preliminary to entering the service of the United States.
(2) Under "Remarks" insert any additional information deemed essential by the mustering officer, such as change in name and address of person to be notified in case of emergency, etc.
If the soldier failed to respond to the call (or draft) of the President or is absent with or without leave or in desertion, appropriate entry with date will be made under "Remarks." See Instruction 1.

INSTRUCTIONS.

1. An enlistment paper will be made in the case of each soldier enlisted or recruited for the National Guard and filed with the records of the organization to which the soldier is assigned. When an organization is called or drafted into the service of the United States the enlistment paper of every member thereof, whether present or absent, will be delivered to the United States mustering officer to be indorsed by him as indicated on the last page of the form and forwarded to The Adjutant General of the Army. The enlistment paper of a soldier enlisting or recruiting for an organization of the National Guard in the Federal service will be forwarded directly to The Adjutant General of the Army with the recruiting officer's daily report. A duplicate of each enlistment paper will be furnished to the adjutant general of the State, Territory, or District of Columbia by the recruiting officer.
2. The recruiting officer will enter in the appropriate space the organization or arm of service for which the soldier was enlisted, showing also whether white or colored, e. g., "Co. M. 68th Inf. (white), N. Y. N. G." "1st Sep. Bn. Inf. (colored), D. C. N. G." "Btry. C, 4th Field Arty. (white), R. I. N. G." "Quartermaster

Corps (colored), N. Y. N. G." "Signal Corps (white), Pa. N. G." making the designation as definite as practicable in each case.
3. The correct name of the applicant will be ascertained. The first Christian name will be written or signed in full; middle names will be shown by initial only. Great care will be exercised that the name is correctly written or signed wherever it appears on the enlistment paper.
4. The recruiting officer will enter in the appropriate space all prior service of the soldier in the National Guard, Organized Militia, Regular Army, Volunteer Army, Navy, or Marine Corps, as the case may be, giving date and, except for Navy and Marine Corps, organization and term of the service. Service in the Army includes service in the Regular Army, National Guard called or drafted into Federal service, National Army, or National Reserve Corps.
5. An Army serial number will not be assigned to the soldier until after he is called or drafted into Federal service. The Army serial number assigned to him then will be noted on the enlistment paper by the mustering officer.
6. Care will be exercised to state the period of enlistment by writing the word and figure "three (3)" or "one (1)," as the case may be.

2-5745

nor of the State of——, and of the officers appointed over me according to law and the rules and Articles of War.” (Sec. 70, N. D. A.)

Authority to Administer Oath. If such an officer (one appointed by the Governor of the State, but not yet Federally recognized), is authorized to administer an oath by State statutes, then such an officer could legally administer the (dual) oath (of enlistment) to the enlisted man. (Cir. Let. No. 27, M. B., April 30, 1920.) (Par. 157, (d) N. G. R.)

Date of Enlistment. The date on which the enlistment of any man is actually completed by administering the oath is the date of that enlistment, and must invariably be shown on the enlisted paper above the signature of the officer who administered the oath and thereby enlisted the man. (Par. 329, N. G. R., '19.)

Enlistment Records. The following enlistment records will be prepared in the case of each soldier enlisted or reenlisted for the National Guard:

Enlistment paper, Form 22-1, A. G. O. (in duplicate).

Report of physical examination, Form 135-1, A. G. O. (in duplicate).

Identification record, Form 260, A. G. O. (single copy).

The originals of these records will be filed with the records of the organization to which the soldier is assigned, and the duplicates forwarded to the adjutant general of the State. (Par. 333, N. G. R., '22.)

NOTE. — The Enlistment Paper (Form 22-1, A. G. O.,) is made out in DUPLICATE. The ORIGINAL is retained and filed with the company records. A convenient place to file it is in rear of all Service Records in the service record tray of the company field desk. The DUPLICATE COPY is forwarded to the State Adjutant General with the duplicate copy of its corresponding record of physical examination.

Reading Articles of War. Articles 1, 2, and 29, 54 to 96, inclusive, and 104 to 109, inclusive, of the Articles of War shall be read and explained to every soldier at the time of his enlistment, or within six days thereafter. (Par. 243, N. G. R., '19.)

See Articles of War, pages 113 to 122, this volume.

LIST, ACCOMPLISHMENT, AND DISPOSITION OF RECORDS, ETC., INVOLVED WHEN A MAN IS ENLISTED

Form	Form No.	Remarks	Page in Text	Disposition
Report of Physical Examination for Enlistment.	135-1 A. G. O.	Made out in duplicate.	77, 78	Original filed with Company Records Duplicate forwarded to State A. G.
Enlistment Paper.	22-1 A. G. O.	Made out in duplicate.	83, 86, 87	Do
Vaccination Register.	81-1 S. G. O.	Accomplished. Single copy.	77, 81	Filed with Company Records.
Identification Record Card.	260 A. G. O.	Do.	83, 84, 85	Do
Service Record.	29 A. G. O.	Begin Record, Single Copy	249	Do
Individual Equipment Record.	637 A. G. O.	Begin Record when property is issued to man. Single Copy.	187, 188	Do
Record of Pistol Firing, Individual*	305 A. G. O.	Begin when target practice is started. Single Copy.	189, 363	Do
Record of Rifle Practice, Organized Militia, Individual*	70 D. M. A.	Do.	363	Do
Morning Report.	332 A. G. O.	Make appropriate changes and remarks.	256	Company Records.
Pay Roll and Record of Attendance at Drill.	367 367a 367b W. D.	Add name and begin record.	317	Do
Company Strength Return.	30 A. G. O.	Show change.	262	Do
Duty Roster.	342 A. G. O.	Add name and begin record.	250	Do
List of Enlisted Men arranged in order of expiration of service.		Add name	250	Do
Alarm list.		Add name	271	Do

*Note — To be used with proper alterations until new forms are issued.

B. TRANSFERS OF ENLISTED MEN

On Change of Residence. When a soldier of the National Guard changes his residence within a State or Territory, *he shall be transferred to a unit of the National Guard located at the place of his new residence.* When there is no organization of the National Guard located at his new residence the soldier shall be discharged. (Par. 345, N. G. R., '22.)

On Disbanding of Organizations. When authority is given to disband an organization which has been Federally recognized or when Federal recognition is withdrawn, enlisted men of the organization should be discharged or *transferred to a recognized organization.* (Par. 112, N. G. R., '22.)

Maintenance Strength of Units. No transfer of enlisted men from a Federally recognized unit is authorized if such transfer reduces the unit below 65 or below the minimum authorized by the tables in case such minimum is below 65 enlisted men. (Cir. Let No 62, M. B., Oct. 18, 1920.)

Transfer of Enlisted Men to form New Units. The Adjutant General of a State may transfer enlisted men from one or more Federally recognized units to a new unit at any time prior to the Federal inspection of the new unit, provided the strength of any Federally recognized units from which the men are transferred are not reduced below 65 men or below the minimum authorized. The new organization may be recognized if composed of such transferred men, provided it is formed throughout of men transferred from recognized units. (Cir. Let. No 62, M. B., Oct. 18, 1920.)

Between Organizations of Same State when called into Service of United States. Transfers of enlisted men between organizations of the National Guard of the same State, Territory, or District of Columbia, when called into the service of the United States, *will be made only when manifestly for the best interests of the service,* and will be effected as prescribed in Army Regulations. (Par. 347, b, N. G. R., '22.)

Between Organizations in Service of United States and those not in Service of United States and Vice Versa. There is no authority under existing law for the transfer of enlisted men from an organization of the National Guard in the service of the United States to an organization of the National Guard not in the service of the United States, or vice versa. (Par. 346 a, N. G. R., '22.)

Certificate in Case of Transfer. In case an enlisted man is transferred during a semi annual period, each copy of the pay roll must be accompanied by a certificate of the Commanding Officer of his former organization showing:—

- (a) Name, grade, changes etc., number of drills prescribed and attended and in fact all information affecting pay.
- (b) Date organization was Federally recognized.
- (c) Number of drills for which paid during period ending June 30th. (Par. 920, N. G. R., '22.)

LIST, ACCOMPLISHMENT, AND DISPOSITION OF RECORDS, ETC., INVOLVED IN THE CASE OF TRANSFER OF ENLISTED MAN

Form	Form No.	Remarks	Page in Text	Disposition
Service Record.....	29 A. G. O.....	Fill out next blank ind., make notation under heading "Transferred."	118, 119	Forward to C. O. of organization to which man is transferred.
Record of Rifle Practice (Organized Militia) Individual.....	70 D. M. A.....	Complete to date.....	151	Forward with Service Record.
Record of Pistol Firing (Individual)*.....	305 A. G. O.....	Do.....	151	Do
Enlistment Paper.....	22-1 A. G. O.....	83, 86, 87	Do
Report of Physical Examination for Enlistment.....	135-1 A. G. O.....	77, 78	Do
Vaccination Register.....	81-1 S. G. O.....	77, 81	Do
Identification Record Card.....	260 A. G. O.....	83, 84, 85	Do
Extract from Service Record.....	29a A. G. O.....	Fill out (single copy). Some States have a printed form for this purpose.	249	File with company records in field desk Forward to State A. G.
Report fact of transfer to State A. G.....	Close entry by notation "Transferred" beginning word in date column corresponding to date of transfer.	250	Company Records.
Duty Roster.....	342 A. G. O.....	Make appropriate changes and remarks.	256	Company Records.
Morning Report.....	332 A. G. O.....	Show change.....	262	Do
Company Strength Return.....	30 A. G. O.....	Gross off name and make appropriate remarks.	Do
Pay Rolls and Record of Attendance at Drill.....	367, 367a, 367b W. D.....	Made out as described on page.....	271	Attach to each copy of Pay Roll.
Certificate to accompany Pay Rolls.....	Do.....	271	Do
List of enlisted men arranged in order of date of expiration of term of service.	Involved only in case of loss of property or in case of transfer of certain kinds of property with the man.	190, 191	Do
Alarm List.....	263b P. & S.....	Accomplish.....	188	Do
Property Loan Record.....	260 P. & S.....	187, 188	Forward with Service Record.
Shipping Ticket.....	637 A. G. O.....	189
Individual Equipment Record.....

*Note — To be used with proper alterations until new forms are issued.

C. DISCHARGE OF ENLISTED MEN

(1) EXPIRATION OF TERM OF SERVICE.

Procedure when Reenlistment is not Recommended. Where, upon expiration of term of service, the company or detachment commander is of the opinion that the soldier's reenlistment should not be recommended, he shall, if practicable, so notify the soldier at least 30 days prior to discharge and shall at the same time notify the regimental commander, if there be one, or, if there be none, the Adjutant General of the State, Territory or the District of Columbia, who will in every such case direct the battalion commander or officer of equivalent rank and duties of any arm, department, or corps to determine whether the soldier's reenlistment should or should not be recommended, and the kind of discharge that should be given him. The soldier will in every case be given an opportunity to be heard. The findings of this officer, when approved by the directing authority, will be final. The written report of the officer under this paragraph, showing all facts pertinent to the inquiry, will be forwarded by the directing authority directly to the adjutant general of the State. (Par. 350, N. G. R., '22.)

(2) FOR OTHER REASONS, — WHEN AND BY WHOM AUTHORIZED

In time of peace an enlisted man who has been extended Federal recognition as a member of the National Guard will not be discharged before the expiration of his period of enlistment except —

(a) By order of the President or the Secretary of War.

(b) By order of the governor of a State, Territory, or the commanding general of the District of Columbia Militia on account of disability; on account of a sentence of imprisonment by a civil court, whether suspended or not; on account of a *bona fide* permanent change of residence to another State or foreign country, in accordance with the provisions of paragraph 345; on account of the action provided for in paragraph 354 of these regulations; in compliance with an order of one of the United States courts, or a justice or a judge thereof; on a writ of habeas corpus; and for the purpose of enlisting in the Regular Army, Navy, or Marine Corps, on sentence of a general court-martial. (Par. 348, N. G. R., '22.)

For Physical Disability. When an enlisted man is permanently unfitted for military service because of wounds or disease, he should, if practicable, be discharged on certificate of disability before the expiration of the term of service in which the disability was incurred. Certificates of disability for discharge will not be made in duplicate. (Par. 357, N. G. R., '22.)

Certificates of disability will be prepared by the soldier's company commander and sent by him to the examining surgeon of the organization to which the soldier belongs. They will be completed by the surgeon and transmitted to the regimental commander, who will forward them to the adjutant general of the State, Territory, or the District of Columbia. If approved by the governor of the State or Territory, or the commanding general, District of Columbia Militia, he will order the discharge. (Par. 358, N. G. R., '22.)

On Account of Permanent Change of Residence. In order to entitle a soldier to discharge because of a change of residence, satisfactory evidence must be presented showing that the change to another State, Territory, or the District of Columbia is *bona fide* and of a permanent character; that the employment or occupation in which the soldier engages at his new residence is such as to support the claim of a change of residence; and that the distance to which he has removed from his former residence will prevent him from attending the prescribed military duties with the organization to which he belongs. (Par. 360, N. G. R., '22.)

When an enlisted man makes a permanent change of residence to a State other than that in which he enlisted, he will be discharged under the conditions prescribed in paragraph 371. If within three months after arrival in the State of his new residence he elects to enlist in the National Guard therein he shall, in time of peace, be given credit upon such en-

CERTIFICATE OF DISABILITY FOR DISCHARGE.

Form No. 17 A.G.O.

Note- The certificate of disability for discharge is prepared by the soldier's company commander and sent by him to the examining surgeon of the organization to which the soldier belongs.

Page 1 only is here shown as this is the only page which is prepared by the company commander.

* ~~REGISTRATION~~
* National Guard.

* ~~REGISTRATION~~
* ~~REGISTRATION~~

CERTIFICATE OF DISABILITY FOR DISCHARGE

OF

BOEHLER HAYS
(Surname) (Christian name) (Army serial number.)
Pvt. Co. "E" 1st Inf. N.Y.N.G.
(Grade) (Company and regiment or arm or corps or department)
Enlisted 3/2/20 1911, at Lockport, N.Y.
by Capt. J. Trotter 1st Inf. N.Y.N.G.
Age at enlistment, 22 yrs. and 1 mo.; occupation, Painter
Prior service (total) 0 yrs. and 0 mos. Last discharged ---- 1911
Recommended for discharge on account of Psychasthenia
(State nature of disability.)

Became unfit for duty from present disease or injury (date) 3/3/21
Disease contracted or injury received (date and place) Existed prior to enlistment
When disability arose soldier was (state duty and service. If absent from company, cause and date) attending regular
snoring drills.

Cause of disease, or circumstances under which it appeared:

(Note.—In case of wounds (other than wounds received in action), or injury, if the company commander has no personal knowledge as to how received, certificates of officers, affidavits of enlisted men, or other parties if practicable, having such knowledge, special reference being made therein as to the sobriety of the soldier at the time of the occurrence, will be procured and a copy appended to the certificate of disability, and the number so appended will be enumerated hereon. If no information is obtainable, so state.)

Unknown.

Disability was not incurred in line of duty.

J. Trotter
Capt. 1st Inf. N.Y.N.G.
Commanding Co. "E"

Lockport, N.Y.
3/3/21 15

*Strike out words not applicable.

Form No. 17, A. G. O.
Feb. 1919.

8-2129.

(1)

listment for the time served under the enlistment from which discharged in the State of his former residence. The new enlistment will be for the full period, but a note will be made by the recruiting officer on the enlistment paper as follows:

"Entitled to be discharged, unless in time of war,—years,—months,—days, in advance of expiration of period for which enlisted on account of credit allowed for service in the National Guard in the State of—."

In time of peace this notation will operate to advance the date of his final discharge, and shorten the period of his service by the length he served in his last enlistment in the State from which he changed residence. (Par. 361, N. G. R., '22.)

Enlisted Man Making Temporary Change of Residence not to be Discharged.

When an enlisted man makes a temporary change of residence to another State which he anticipates will not exceed six months in duration, his absence from his organization should be accounted for by the issue of a furlough. When an enlisted man makes a change of residence to another State which he anticipates will exceed six months in duration he will be discharged. (Par. 359, N. G. R., '22.)

Application for discharge on account of business reasons must originate with the organization commanders. The latter may combine two or more applications, forwarding them as inclosures to his request for the discharge of the individuals concerned.

A succinct statement of the pertinent facts will be included in the application. An officer will investigate each case, and will make recommendation as to the action to be taken, based upon the result of his investigation. The communication should show affirmatively either that each case has or has not been fully investigated by an officer. (Cir. Let. No. 65, M. B., Sept. 23, 1921.)

On Account of Being Inapt. When the National Guard is not in the Federal service and an enlisted man is found to be inapt, or does not possess the required degree of adaptability for the military service, or gives evidence of habits or traits of character which serve to render his retention in the service undesirable, or is disqualified for service, physically or in character, through his own misconduct, his company or detachment commander will report the facts to the regimental or separate battalion commander, or commanding officer of a unit equivalent to a separate battalion, who will convene a board of three officers to determine whether or not the soldier should be discharged prior to the expiration of his term of enlistment. The company or detachment commander is not competent to convene a board for this purpose. If discharge be recommended, the board will also recommend the character to be given on the discharge, and the proceedings of the board, when approved by the convening authority, will be forwarded to the adjutant general of the State, Territory, or the District of Columbia, for final action by the governor of the State or Territory or the Commanding General, District of Columbia Militia. If the findings of the board are approved, the soldier will be discharged and the proceedings will be filed by the adjutant general of the State or the District of Columbia.

The discharge to be given to soldiers under the provisions of this paragraph will in all cases be that prescribed by section (c) of paragraph 351. (Par. 354, N. G. R., '22.) (Form 526-1, A. G. O.)

When the findings of the board indicate disqualification through physical disability, the proceedings will be accompanied by certificate of disability. (Par. 366, N. G. R., '19.)

Discharge to Enlist in Regular Army. Enlisted men of the National Guard shall not be enlisted in the Regular Army, unless a discharge in writing from the National Guard authorities of a State, Territory or the District of Columbia has been duly prepared. (Par. 376, N. G. R., '19.)

Where an enlisted man of the National Guard applies for enlistment in the Regular Army, and the State authorities authorize his discharge from the National Guard for this purpose, the adjutant general of the State, Territory or District of Columbia, shall send the discharge certificates to the recruiting officer to whom the applicant has applied for enlist-

ment in the Regular Army. If the applicant is accepted for the Regular Army, the recruiting officer will forward the discharge by mail to the recruit depot or point where the enlistment of the applicant is accomplished. In case the applicant is not accepted for enlistment or fails to present himself for actual enlistment after acceptance, the officer concerned, who has in his possession the discharge certificate, when the case is finally settled, will return the discharge certificate to the adjutant general of the State, Territory, or the District of Columbia, notifying him that the applicant was not enlisted in the Regular Army, and has not been discharged from the National Guard. (Par. 365, N. G. R., '22.)

When the applicant is actually enlisted in the United States Army, the enlisting officer will personally hand him his discharge from the National Guard of the State, and notify the adjutant general of the State, Territory, or District of Columbia, that he has been discharged and enlisted in the Regular Army. Recruiting officers should correspond direct with the adjutants general of States, Territory of Hawaii and District of Columbia, on this subject. (Par. 366, N. G. R., '22.)

Discharge While Serving Sentence of Court-Martial. When a soldier is sentenced by court-martial to confinement without dishonorable discharge for a period extending beyond the expiration of his term of enlistment, he will be discharged on the date of the expiration of the term of enlistment, but will be held to serve out his sentence. If an honorable discharge is given to the soldier he can be reenlisted before the expiration of the period of his confinement only upon the remission by competent military authority of the unexecuted portion of his sentence. When, however, a soldier's term of enlistment expires while he is awaiting trial or sentence, he will be discharged on the date of the receipt of an order publishing the case or otherwise disposing of it, and the discharge certificate will be delivered to the man on his release from confinement, and not until then. On the date of the discharge personal notice thereof will be given to the soldier by an officer, and the fact that such notice was given will be indorsed upon the discharge certificate. (Par. 355, N. G. R., '22.)

On Account of Disbanding Organization. When authority is given to disband an organization which has been Federally recognized or when Federal recognition is withdrawn, enlisted men of the organization should be discharged or transferred to a recognized organization. (Par. 112, N. G. R., '22)

Date When Discharge Takes Effect. The discharge of a soldier takes effect on the date of notice to him of such discharge, either actual, by delivery of the discharge certificate; or constructive, as where such delivery cannot be made owing to his absence for his own convenience or through his own fault, in which case the receipt at the soldier's proper station of the order directing his discharge will be deemed sufficient notice. In the latter case the date of the receipt of the order and the reason why actual notice thereof was not given to the soldier will be entered upon the muster roll which shows the separation of the soldier from the service, and will be indorsed upon the discharge certificate should one have been prepared. If a soldier is absent in desertion when the order for his discharge is received, the discharge will not be executed, but the soldier will be dropped from the rolls as a deserter. The dishonorable discharge of a soldier against whom general court-martial charges are pending will be deferred until the charges are finally disposed of by the official exercising general court-martial jurisdiction. (Par. 352, N. G. R., '22.)

Certificate of Discharge, By Whom Provided, How Kept, Kinds and use of. Blank forms for discharge will be provided by the War Department and will be *retained under lock in the personal custody of company or detachment commanders*. Discharge certificates will be used in the discharge of enlisted men, *and for no other purpose*, and will be of three classes: For honorable discharge, for discharge, and for dishonorable discharge. They will be used as follows:

(a) The blank for honorable discharge, when the soldier's conduct has been such as to warrant his reenlistment and his service has been honest and faithful. (Form 525-1, A. G. O.)

(b) The blank for dishonorable discharge, for dishonorable discharge by sentence of a court-martial. (Form 527-1, A. G. O.)

(c) The blank for discharge, when a soldier is discharged except as specified above under sections (a) and (b). (Form 526-1, A. G. O.) (Par. 351, N. G. R., '22.)

To Whom Issued and by Whom Signed. No man, lawfully enlisted in the National Guard service, shall be discharged from said service without a certificate of discharge, signed by a field officer of the regiment or other organization to which the enlisted man belongs or by the commanding officer when no such field officer is present, except when drafted under the provisions of Section III, Act of June 3, 1916. (Par. 349, N. G. R. '22.)

The "certificate of discharge" to be signed by a field officer of the regiment or other organization, or by the commanding officer when no such field officer is present, is printed on the face of the form. The "enlistment record" on the back of the form will be signed by the company or detachment commander. (Spec. Regs. 57.)

Statement of Service and Character. The statement of service and the character given on a discharge will be certified by the company or detachment commander, and great care will be taken that no injustice is done the soldier . . . (Par. 350, N. G. R., '22.)

When an enlisted man is discharged from the service the "character" given him on discharge certificate will be noted on his service record. (Par. 51, C. of O.)

The "character" given on a discharge certificate is discretionary with the company or other immediate commander of the soldier, except where otherwise directed by sentence of a general court-martial, or by orders from the War Department; and the defacing of a discharge certificate by writing thereon anything to the discredit of the soldier's character, after the same has been given by his company or other immediate commander, is prohibited. (Par. 49, C. of O.)

The "character" given will be entered on the discharge certificate by the company commander. (Spec. Regs. 57.)

Reason for Discharge to be Stated on Certificate. Whenever an enlisted man is discharged from the Army prior to the expiration of his term of service, *the actual cause of discharge and the number, date, and source of the order or description of authority therefor* will be fully stated on the discharge certificate . . . as the reason for discharge, e. g., "Dependent mother; par. 4, SO 146, E Dept., 1918." (Par. 142, A. R.)

When a soldier is discharged on account of misconduct or unfitness for service, physical or in character, due to his own misconduct, the statement to that effect set forth in the order directing his discharge will be noted on the discharge certificate as the reason for discharge, e. g., "Having become physically unfitted for the service due to his own misconduct; par. 13, SO 49, E Dept., 1918."

When a soldier is discharged on surgeon's certificate of disability, a statement to that effect will be made on the discharge certificate as the reason for discharge, but the diagnosis as given in the certificate of disability will not be quoted; e. g., "SCD, 4th Ind. HQ E Dept., May 15, 1918."

When discharge is by reason of expiration of term of service, that fact will be stated, written thus, "Expiration of service." (Spec. Regs. 57.)

NOTE. — Discharge certificates are *not* made in Duplicate.

Preparation of Discharge Certificates. The preparation of discharge certificates in manuscript is prohibited when the proper printed forms therefor are available. (Par. 1572, A. R.)

Under no circumstances will data on discharge certificate be filled in on a typewriting machine, nor by rubber stamp. All entries must be neatly and legibly made in longhand. The certificate of discharge is the official record of service furnished the discharged man and as such must be exact, not readily changed, and presentable. (Par. 194, C. of O.)

DISCHARGE CERTIFICATE.

Note- For Honorable Discharge use Form 525-1 AGO
For a plain discharge use Form 526-1 AGO
For Dishonorable Discharge use Form 527-1 AGO

Only Honorable Discharge Certificate is here shown.

(Front face)

National Guard of the United States



AND OF THE STATE OF Maine

To all whom it may concern:

This is to Certify, That John B. Allen
Sergeant, Company "B," 3rd Infantry, Maine
National Guard as a TESTIMONIAL OF HONEST AND FAITHFUL
SERVICE, is hereby HONORABLY DISCHARGED from the NATIONAL GUARD of the
UNITED STATES and of the State of Maine by reason of
its enlist in Regular Army - 10th C.S. A.S.O. Maine, 1/11/21.

Said John B. Allen was born
in Detroit, in the State of Michigan.
When enlisted he was 26 years of age and by occupation a mechanic.
He had blue eyes, blond hair, ruddy complexion, and
was 5 feet 10 inches in height.

Given under my hand at Portland, Maine this
12th day of January, one thousand nine hundred and twenty-one

William Carson Cox
Colonel, 3rd Infantry, Maine, N.G.
Commanding.

Form No. 525-1, A. G. O.
U. S. National Guard
Ed. July 10-17-1917, 228.

* Insert grade and company and regiment or corps or department: e. g., "Sergeant, Company A, 1st New York Infantry," "Corporal, Georgia
Cavalry," "Private, First Class, Illinois Ordnance Department."
Insert "National Guard" or "National Guard Reserve," as the case may be.
If discharged prior to expiration of service, give number, date, and source of order or description of authority therefor.

Discharge Certificate for Honorable Discharge

(Reverse Face)

ENLISTMENT RECORD.

Name: John B. Allen Grade: Sergeant
Enlisted October 20, 1920, at Portland Maine

* In the service of the United States, under call of the President, from _____ to _____

Serving in first enlistment period at date of discharge.

Prior service: † none

Noncommissioned officer: appointed sergeant, Jan. 2, 1921, P. S. O. #1.

Marksmanship, gunner qualification or rating: † not qualified

Horsemanship: not mounted

Battles, engagements, skirmishes, expeditions: none

Knowledge of any vocation: gas engine mechanic

Wounds received in service: none

Physical condition when discharged: good

Typhoid prophylaxis completed December 10, 1920

Paratyphoid prophylaxis completed not given

Married or single: single

Character: Excellent

Remarks: no award

no absence under U. S. 31 W. D. 1922

always honest and faithful

Signature of soldier: John B. Allen

E. M. Jones.
Capt. 3rd Inf. Maine N. H.
Commanding Co "B"

**LIST, ACCOMPLISHMENT, AND DISPOSITION OF RECORDS, ETC.,
INVOLVED IN CASE OF DISCHARGE OF ENLISTED MAN**

Form	Form No.	Remarks	Page in text	Disposition
Service Record.....	29 A. G. O.....	Accomplish.....	244, 245	Forward by final ind. to adjutant general of State.
Enlistment Paper.....	22-1 A. G. O.....	83, 86, 87	Forward with Service Record.
Report of Physical Examination for Enlistment.....	135-1 A. G. O.....	77, 78	Do
Vaccination Register.....	81-1 S. G. O.....	77, 81	Do
Identification Record Card.....	260 A. G. O.....	83, 84, 85	Do
Individual Equipment Record.....	637 A. G. O.....	187-189	Do
Discharge Certificate.....	525 A. G. O..... or 526-1 A. G. O. or 527-1 A. G. O.	Accomplish.....	94, 96, 77	Do
Extract from Service Record.....	29a A. G. O.....	Accomplish..... Do	244, 248	Deliver to man. File with Company Records in field desk.
Morning Report.....	332 A. G. O.....	Make appropriate changes and remarks	256	Company Records.
Pay Rolls and Record of Attendance at Drill.....	367, 367a, 367b W. D.	Do.....	317	Do
Company Strength Return.....	30 A. G. O.....	Show change.....	317	Do
Property Loan Record.....	263b P. & S.....	Involved only when property issued to man is missing at time of discharge.	190, 191	Do
Statement of Charges.....	602 A. G. O.....	Do.....	207	Delivered to man on discharge.
Report of Survey.....	196 A. G. O.....	Do.....	203, 204	Do
Record of Rifle Practice (Organized Militia) Individual*.....	70 D. M. A.....	Do.....	363	Company Records.
Record of Pistol Firing, Individual*.....	305 A. G. O.....	Shifted in "Reminder" of field desk.....	363	Do
List of enlisted men arranged in order of date of expiration of service.	Cross off name and make appropriate remark.	271	Do
Alarm List.....	Close entry by writing "disch.," beginning word in date column corresponding to date of discharge.	250	Company Records.
Duty Roster.....	342 A. G. O.....

*Note — To be used with proper alterations until new forms are issued.

LIST, ACCOMPLISHMENT, AND DISPOSITION OF RECORDS, ETC., INVOLVED IN CASE OF DESERTION

Form	Form No.	Remarks	Page in Text	Disposition
Service Record.....	29 A. G. O.....	Complete entries and forward by next blank endorsement.	249	Forward to State A. G.
Enlistment Paper.....	22-1 A. G. O.....		83, 86, 87	Forward with Service Record.
Report of Physical Examination for Enlistment.....	135-1 A. G. O.....		77, 78	Do
Vaccination Register.....	81-1 S. G. O.....		77, 81	Do
Identification Record Card.....	260 A. G. O.....	Close record and have missing articles surveyed; charges involved therein will be noted on Extract from Service Record.	83, 84, 85 187, 188, 189	Do Do Do
Individual Equipment Record.....	637 A. G. O.....	Accomplish.....	249	File with Company Records in field desk.
Extract from Service Record.....	29a A. G. O.....			Company Records.
Morning Report.....	332 A. G. O.....	Make appropriate changes and remarks.	260	Do
Pay Rolls and Record of Attendance at Drill.....	367, 367a..... 367b W. D.		317	
Company Strength Return.....	30 A. G. O.....	Show change.....	262	Do
Property Loan Record.....	263b P. & S.....	Involved only when property issued to man is missing.	190, 191	
Shipping Ticket.....	260 P. & S.....	Do.....		
Report of Survey.....	196 A. G. O.....	Do.....	203, 204	
Statement of Charges.....	602 A. G. O.....	Do.....	207	
Record of Rifle Practice (Organized Militia) Individual*.....	70 D. M. A.....		363	Forwarded with Service Record.
Record of Pistol Firing (Individual)*.....	305 A. G. O.....	Cross off name and make appropriate remark.	363	Do
List of Enlisted Men arranged in order of expiration of service.....		Do.....	250	Company Records.
Alarm List.....			250	Do
Duty Roster.....	342 A. G. O.....	Close entry.....	250	Company Records.

*Note — To be used with proper alterations until new forms are issued.

D. DESERTION

Procedure in case of. When an enlisted man of the National Guard, not in Federal service, *absents himself without leave, and there is reason to believe that he does not intend to return, he may be dropped from the rolls as a deserter, but only with the express authority of the governor, in the District of Columbia, of the commanding general. No special period of time is prescribed before such action is taken, but each case will be decided according to circumstances.* A soldier dropped as a deserter may, on application made by him in which he admits his desertion, *be restored to duty by the governor of a State or Territory or, in the District of Columbia, by the commanding general, and the same authority may set aside the charge of desertion as having been erroneously made.* (Par. 353, N. G. R., '22.)

Procedure When Deserter is Restored to Duty. All individual records pertaining to the man which were forwarded to the State Adjutant General when the man was dropped as a deserter, should be returned to the company. Appropriate remarks should be made therein and then they should be filed in their proper places in the company records.

The Extract from Service Record which was made out at the time the man was dropped as a deserter should be used to record accumulated data until the Service Record is returned. When the Service record is received back this data will be transcribed to the Service Record and the Extract from Service Record will be destroyed.

Proper entry and remarks will be made on the following Company records:

Morning Report (Form 332, A. G. O.)

Pay Rolls and Record of Attendance at Drill (Form 367, 367a, and 367b, W. D.).

Company Strength Return (Form 30, A. G. O.).

Duty Roster (Form 342, A. G. O.).

Alarm List.

List of Enlistment Men Arranged in Order of Expiration of Service.

E. FURLOUGH OF ENLISTED MEN

When an enlisted man makes a temporary change of residence to another state which he anticipates will not exceed six months in duration, his absence from his organization should be accounted for by the issue of a furlough. . . (Par. 359, N. G. R., '22.)

Procedure in Case of Furlough. (1) Request for furlough is made by the man through military channels.

(2) Authority having been granted a furlough is issued.

(3) All property in the hands of the man is turned in.

(4) Proper entry and remarks should be made on the following records, etc.

Service Record (Form 29, A. G. O.).

Individual Equipment Record (Form 637, A. G. O.).

Morning Report (Form 332, A. G. O.).

Pay Rolls and Record of Attendance at Drill (Form 367, 367a and 367b, W. D.).

Company Strength Return (Form 30, A. G. O.).

Duty Roster (Form 342, A. G. O.).

(5) Report fact of departure on furlough to the State Adjutant General.

F. DEATH OF ENLISTED MAN
LIST, ACCOMPLISHMENT, AND DISPOSITION OF RECORDS, ETC.,
INVOLVED IN CASE OF DEATH OF ENLISTED MAN

Form	Form No.	Remarks	Page in Text	Disposition
Service Record.....	29 A. G. O.....	Completed and forwarded by final indorsement.	249	Forwarded to State A. G.
Enlistment Paper.....	22-1 A. G. O.....	83, 86, 87	Forwarded with Service Record.
Report of Physical Examination for Enlistment.....	135-1 A. G. O.....	77, 78	Do
Vaccination Register.....	81-1 S. G. O.....	77, 81	Do
Identification Record Card.....	260 A. G. O.....	83, 84, 85	Do
Individual Equipment Record.....	637 A. G. O.....	Close Record. List missing articles on Form 602 A. G. O.	187, 188, 189	Do
Record of Pistol Firing (individual)*.....	305 A. G. O.....	363	Do
Record of Rifle Practice (Organized Militia) individual*.....	70 D. M. A.....	363	Do
Extract from Service Record.....	29a A. G. O.....	Accomplish.....	249	File with Company Records.
Morning Report.....	332 A. G. O.....	Make appropriate changes and remarks	269	Company Records.
Pay Rolls and Record of Attendance at Drill.....	367, 367a, 367b W. D.....	Do.....	317	Do
Company Strength Return.....	30 A. G. O.....	Show changes.....	263	Do
Property Loan Record.....	263b P. & S.....	Involved only in case property which was issued to the man is missing.	190, 191	Do
Statement of Charges.....	602 A. G. O.....	Do.....	207	Do
Shipping Ticket.....	260 P. & S.....	Do.....	207	Do
Duty Roster.....	342 A. G. O.....	Close entry by noting fact of death.	250	Do
List of Enlisted Men arranged in order of expiration of service.....	Cross off name.....	271	Do
Alarm List.....	Do.....	271	Do

*Note — To be used with proper alterations until new forms are issued.

G. NONCOMMISSIONED OFFICERS AND SPECIALISTS

Warrant Officers in National Guard. In time of peace warrant officers in the National Guard will be limited to band leaders. (Par. 1007, N. G. R., '22.)

Band Leaders Paid as Master Sergeants. Until Congress shall have provided funds for payment of warrant officers, National Guard — and fixed the rate of pay for armory drill, Band Leaders National Guard, will be appointed as Master Sergeants (Class 1, enlisted men) and will be paid accordingly for both encampment service and armory drills. (Cir. Let. No. 4, M. B., Jan. 20, 1921.)

Appointment of Band Leaders. Band leaders (warrant officers) of National Guard regiments, will be appointed on recommendation of the regimental commanders, by the Governors of the respective states and territories where the corresponding regimental headquarters is included in the official allocation of troops. (Par. 1007, N. G. R., '22.)

Federal Recognition of Band Leaders. In order to determine eligibility for the extension of federal recognition in the case of band leaders (warrant officers) application for such recognition will be forwarded by the respective Adjutants General (or the Commanding General, D. C., Militia) to the Militia Bureau, War Department, accompanied by the following papers:

- (a) Oath of office, on Form 337-1, A. G. O.
- (b) Certificate of physical examination, Form 95, M. B.
- (c) Personal record, showing all military service, professional experience, and other facts tending to support the claim of the candidate as competent to fill the position of band leader in the military service, on Form 108, M. B.; this Form, should be accompanied by at least two letters, preferably from military or civil officers of the State or of the United States, vouching for the moral and professional qualifications of the applicant for Federal recognition as band leader. (Par. 1008, N. G. R., '22.)

The professional qualifications of candidates for appointment will be determined by the appointing power. (Par. 1009, N. G. R., '22.)

Band leaders should be of such character and age as to be able to enforce discipline in their instructional work. Unless especially authorized by the Militia Bureau for reasons duly presented and considered, no band leader will be federally recognized who is less than twenty-five or more than fifty years of age at time of original appointment. (Par. 1010, N. G. R., '22.)

Grades and Specialist Ratings. The National Defense Act provides that the Army enlisted personnel shall be arranged in seven GRADES. Only that personnel in which the National Guard is concerned is mentioned.

Grade I — Master Sergeants. Includes Master Engineers, Senior Grade (Engineers); Master Signal Electricians; Master Electricians; Regimental Sergeants Major; Sergeants Major, Senior Grade; Regimental Supply Sergeants; Engineers (C. A. C.); Master Gunners (50%). See Grade III.

Grade II — Technical Sergeants and First Sergeants. Includes First Sergeants and the following Technical Sergeants: Assistant Engineers (C. A. C.); Hospital Sergeants; Master Engineers, Junior Grade (Engineers); Electrician Sergeants, First Class; Quartermaster Sergeants; Ordnance Sergeants.

Grade III — Staff Sergeants. Includes Sergeants, First Class; Squadron and Battalion Sergeants Major; Sergeants Major, Junior Grade (C. A. C.); Electrician Sergeants, Second Class; Radio Sergeants; Battalion Supply Sergeants; Assistant Band Leaders; Color Sergeants; Sergeants, Bugler; Master Gunners (50%). See Grade I.

Grade IV — Sergeants. Includes Supply Sergeants; Band Sergeants; Mess Sergeants; Stable Sergeants; Sergeants.

Grade V — Corporals. Includes Band Corporals; Corporals, Bugler; Corporals.

Grade VI — Privates, First Class.

Grade VII — Privates.

In addition to the above grading for noncommissioned officers and privates there are provided six *specialist* CLASSES. (First to sixth classes.) *Men for these ratings must be selected from either the Privates or Privates First Class, i. e. the sixth and seventh grades.*

The law provides that the number of noncommissioned officers and privates, first class, in the various grades shall not exceed the percentages indicated below. These percentages are to be applied to the "total authorized numbers of enlisted men."

1st Grade — Master Sergeants.....	0.6 per cent
2nd Grade — Technical Sergeants & 1st Sergeants .	1.8 per cent
3rd Grade — Staff Sergeants	2.0 per cent
4th Grade — Sergeants	9.5 per cent
5th Grade — Corporals.....	9.5 per cent
6th Grade — Privates 1st Class	25 per cent
7th Grade — Privates	Remainder

For the Six Specialists Ratings the percentages which under the law cannot be exceeded are as follows. These percentages are applicable to the "total authorized number of enlisted men in the 6th and 7th Grades," i. e., Privates, First Class, and Privates:

1st Class — 0.7 per cent	4th Class 4.7 per cent
2nd Class — 1.4 per cent	5th Class 5.0 per cent
3rd Class — 1.9 per cent	6th Class 15.2 per cent

(Cir. Let. 35, M. B., 1920.)

Number in each Unit. The non-commissioned officers are classified according to grades and specialists according to ratings; these grades and ratings are noted in tables and the number specified must not be exceeded.

Whenever an organization reaches a strength in its active members equal to 80 per cent of the prescribed minimum for the Regular Army, that organization can appoint non-commissioned officers and give the ratings to all specialists as prescribed in the peace table strength for the Regular Army. (Cir. Let. No. 1, M. B., 1921.)

Temporary reduction in strength of unit. Whenever an organization falls temporarily below the required minimum enlisted strength, it will not be necessary to demote or disrate the surplus non-commissioned officers and specialists not provided for in the tables governing the composition of the unit at the reduced strength. Such surplus non-commissioned officers and specialists will be absorbed by discharges or routine separations, and vacancies thus created will not be filled until the unit has again enrolled the required minimum strength.

Appointment of Noncommissioned Officers. Noncommissioned staff officers and company noncommissioned officers of all arms except Medical Department are appointed, reduced, and furnished with warrants when the National Guard is not in Federal service, as provided for in Army Regulations, except where the constitution or laws of a State specifically prescribe otherwise. (Par. 303, N. G. R., '22.)

Appointment by Governor. Where Army Regulations provide for the appointment of noncommissioned officers by the Secretary of War or a chief of bureau, the appointment to corresponding positions in the National Guard will be made by the governor of a State (Par. 304, N. G. R., '22.)

Who Makes Appointments. Company noncommissioned officers in grades pertaining to the line of the Army are appointed by regimental or separate battalion commanders upon the recommendation of the company commander; in units not organized into regi-

ments or separate battalions, by the unit commander with the approval of the next higher tactical commander; in division ammunition trains, by the ammunition train commander; in division engineer trains by the division engineer officer, and in train headquarters and military police by the commander of trains. On the recommendation of company commanders, company noncommissioned officers may be temporarily appointed by battalion commanders, under the conditions stated in paragraph 256; but in no case will any company organization have an excess of noncommissioned officers above the number authorized by law. The noncommissioned officers of Coast Artillery Corps companies, upon recommendation of the company commanders, will be appointed by coast-defense commanders. (Changes A. R., No. 72.)

Company Appointments. The captain will select the supply sergeant, mess sergeant, and stable sergeant from the sergeants of his company, and may return them to the grade of sergeant without reference to higher authority. (Par. 273, A. R.)

Appointment of Specialists. Chief mechanics, cooks, buglers, horseshoers, mechanics, saddlers, wagoners, and privates, first class, are enlisted as privates, and after joining their organizations are appointed by their respective organization commanders. For inefficiency or misconduct they are subject to reduction by the same authority, and in case of desertion their appointments are vacated from the date of their unauthorized absence. (Par. 278, A. R.)

Specialists Armory Drill Pay. Additional compensation for the specialist rating cannot lawfully be included. The statute provides "compensation at the rate of one-thirtieth of the initial monthly pay of his grade in the Regular Army." This signifies the monthly base pay of his grade as prescribed by Congress in Section 4-b, which in case of privates 1st class is \$35.00 and in case of privates is \$30.00. (Cir. Let. No. 69, M. B., Nov. 12, 1920.)

Reduction of Noncommissioned Officers. A noncommissioned officer may be reduced to the ranks by sentence of a court-martial, or, on the recommendation of the company commander, by the order of the commander having final authority to appoint such noncommissioned officer, but a noncommissioned officer will not be reduced because of absence on account or sickness or injury contracted in the line of duty. If reduced to the ranks by sentence of court-martial at a post not the headquarters of his regiment, the company commander will forward a transcript of the order to the regimental commander. The transfer of a noncommissioned officer from one organization to another carries with it reduction to the ranks, unless otherwise specified in the order by authority competent to issue a new warrant. (A. R.)

Appointments of Noncommissioned Officers of the Medical Department. No person will be appointed a sergeant or higher grade in the Medical Department of the National Guard unless he shall have passed a satisfactory examination before a board of one or more medical officers as to his qualifications for the position, in conformity with such rules and regulations as may be prescribed from time to time by the Secretary of War. (Par. 305, N. G. R., '22.)

ARTICLE III

MILITARY DISCIPLINE

Discipline to conform to that of Regular Army. The discipline (which includes training) of the National Guard shall conform to the system which is now or may hereafter be prescribed for the Regular Army, and the training shall be carried out by the several States, Territories, and the District of Columbia so as to conform to the provisions of this Act. (Sec. 91, National Defense Act.)

When the National Guard is in the service of the United States, it is in all respects subject to the Articles of War. In that event the sections named and the provisions of this article have no application. (Par. 542, N. G. R., '22.)

The provisions of this article are intended to explain wherein the composition, jurisdiction, and procedure of courts-martial in the National Guard differ from those of courts-martial in the Regular Army. Except as indicated herein, the Manual for Courts-Martial will be strictly followed. (Par. 543, N. G. R., '22.)

Obedience. All persons in the military service are required to obey strictly and to execute promptly the lawful orders of their superiors. (Par. 91, N. G. R., '22.)

Military authority will be exercised with firmness, kindness, and justice. Punishments must conform to law and follow offenses as promptly as circumstances will permit. (Par. 92, N. G. R., '22.)

Superiors are forbidden to injure those under their authority by tyrannical or capricious conduct or by abusive language. While maintaining discipline and the thorough and prompt performance of military duty, all officers, in dealing with enlisted men, will bear in mind the absolute necessity of so treating them as to preserve their self-respect. Officers will keep in as close touch as possible with the men under their command and will strive to build up such relations of confidence and sympathy as will insure the free approach of their men to them for counsel and assistance. This relationship may be gained and maintained without relaxation of the bonds of discipline and with great benefit to the service as a whole. (Par. 93, N. G. R., '22.)

Courtesy among military men is indispensable to discipline; respect to superiors will not be confined to obedience on duty, but will be extended on all occasions. (Par. 94, N. G. R., '22.)

Deliberations or discussions among military men conveying praise or censure, or any mark of approbation, toward others in the military service, and all publications relating to private or personal transactions between officers, are prohibited. Efforts to influence Congressional legislation affecting the National Guard, or to procure personal favor or consideration, should never be made except through regular military channels, the adoption of any other method by any officer or enlisted man will be noted in the military record of those concerned. (Par. 95, N. G. R., '22.)

System of Courts-Martial for National Guard. Except in organizations in the service of the United States, courts-martial in the National Guard shall be of three kinds, namely, general courts-martial, special courts-martial, and summary courts-martial. They shall be constituted like, and have cognizance of the same subjects, and possess like powers, except as to punishments, as similar courts provided for by the laws and regulations governing the Army of the United States, and the proceedings of court-martial of the National Guard shall follow the forms and modes of procedure prescribed for said similar courts. (Sec. 102, N. D. A.,)

General courts-martial of the National Guard not in the service of the United States may be convened by orders of the President, or of the governors of the respective States and Territories, or by the commanding general of the National Guard of the District of Columbia, and such courts shall have the power to impose fines not exceeding \$200; to sentence to forfeiture of pay and allowances; to a reprimand; to dismissal or dishonorable discharge from the service; to reduction of noncommissioned officers to the ranks; or any two or more of such punishments may be combined in the sentences imposed by such courts. (Sec. 103, N. D. A.)

Special Courts. In the National Guard, not in the service of the United States, the commanding officer of each garrison, fort, post, camp, or other place, brigade, regiment, detached battalion, or other detached command, may appoint special courts-martial for his command; but such special courts-martial may in any case be appointed by superior authority when by the latter deemed desirable. Special courts-martial shall have power to try any person subject to military law, except a commissioned officer, for any crime or offense made punishable by the military laws of the United States, and such special courts-martial shall have the same powers of punishment as do general courts-martial, except that fines imposed by such courts shall not exceed \$100. (Sec. 104, N. D. A.)

The words "other place" apply to an armory. When an entire regiment is stationed in the same city or town, special courts should not, as a rule, be convened by authority inferior to the regimental commander. A battalion or other organization is to be regarded as "detached" only when its station or armory is separate from that in which the regimental headquarters is located. (Par. 548, N. G. R., '22.)

Who is subject to trial. A National Guard court-martial has power to try all officers and enlisted men of the National Guard belonging to the State, Territory, or District from which its members are appointed, and also officers and enlisted men of the National Guard Reserve whenever they are called out for service or are actually engaged in training with the active National Guard. (Par. 544, N. G. R., '22.)

Jurisdiction of National Guard Courts. It is clear, however, from Sections 102 to 105 of the National Defense Act (39 Stat. 208, 209) that Congress intended thereby to provide a complete code for the government and discipline of the National Guard not in the Federal service. In doing so Congress enacted, in Section 102, that courts-martial in the National Guard should "*have cognizance of the same subjects . . . as similar courts provided for by the laws and regulations governing the Army of the United States.*"

In section 104, referring to one kind of these courts at least, the special courts-martial, it is expressly provided that they "*Shall have power to try . . . for any crime or offenses made punishable by the military laws of the United States.*" The military laws of the United States which enumerate and define such crimes and offenses and provide for their punishment are the Articles of War. Manifestly all of the courts-martial provided by this Act for the National Guard were intended to be given cognizance of violations of the Articles of War.

It is therefore, the opinion of this office that the present practice in the Washington National Guard not in the Federal service of preferring charges alleging violations of the Articles of War and of trying by courts-martial upon charges so preferred, is in strict accordance with the provisions of the National Defense Act. (Cir. Let. No. 20, M. B., April 17, 1920.)

Summary Court. In the National Guard, not in the service of the United States, the commanding officer of each garrison, fort, post, or other place, regiment or corps, detached battalion, company, or other detachment of the National Guard may appoint for such place or command a summary court to consist of one officer, who shall have power to administer oaths and to try the enlisted men of such place or command for breaches of discipline and violations of law governing such organizations; and said court, when satisfied of the guilt of such soldier, may impose fines not exceeding \$25 for any single offense; may

sentence noncommissioned officer to reduction to the ranks; may sentence to forfeiture of pay and allowances. The proceedings of such court shall be informal, and the minutes thereof shall be the same as prescribed for summary courts of the Army of the United States. (Sec. 105, N. D. A.)

When a company or detachment occupies and uses an armory with other troops, the summary court should be appointed by the senior officer present, under the authority covered by the words "other place," rather than under the words "company" or "other detachment." (Par. 549, N. G. R., '22.)

When more than one officer present. When more than one officer is present the summary court-martial will be appointed from staff officers or available line officers junior to the commanding officer. The commanding officer will not in such cases designate himself as the summary court-martial. The senior officer on duty at a recruiting station is a "commanding officer" in the sense of the last preceding sentence when there is another officer present at the same station, even though the latter may be serving at an auxiliary or branch station. (Bul. 46, War Dept., Oct. 24, 1914.) (Par. 26, M. C. M., '21.)

When but one officer present. When but one officer is present with a command he shall be the summary court-martial of that command and shall hear and determine cases brought before him. (A. W. 10.) In such a case, no order appointing the court will be issued but the officer will enter on the record that he is the "only officer present with the command." (Par. 27, M. C. M., '21.)

Jurisdiction of Officers. A Militia officer may exercise command under his state commission and assignment, although he is not yet recognized by the Federal Government, but in exercising his authority he acts only as a state officer under state authority. The fact that some of the troops under him have been recognized as part of the National Guard under the National Defense Act does not destroy his authority over them. If, as has just been seen, an officer, although not extended Federal recognition, may exercise command there is no apparent reason why he could not equally as well function as a summary court while his command is not in Federal service. The fact that some elements of the command have been extended recognition by the Federal Government does not oust a duly appointed summary court of jurisdiction. (Cir. Let. No. 9, Feb. 19, 1920.)

Eligibility as Members of Courts. All officers of the National Guard belonging to the State, Territory, or District concerned, and such officers of the Reserve as are actually engaged in service or training with the active National Guard, are competent to serve as members of a court-martial. Officers of the Regular Army, unless holding commissions in the National Guard, and officers of another State, Territory, or District, are not eligible as members. (Par. 574, N. G. R., '19.)

Retired officers not eligible. The retired list existing in many States is no part of the National Guard within the meaning of the law, and officers whose names are borne on such lists are not eligible to sit as members of National Guard courts-martial. (Par. 546, N. G. R., '22.)

Compelling Attendance at Trials. In the National Guard, not in the service of the United States, presidents of courts-martial and summary court officers shall have power to issue warrants to arrest accused persons and to bring them before the court for trial whenever such persons shall have disobeyed an order in writing from the convening authority to appear before such court, a copy of the charge or charges having been delivered to the accused with such order, and to issue subpoenas and subpoenas duces tecum and to enforce by attachment attendance of witnesses and the production of books and papers, and to sentence for a refusal to be sworn or to answer as provided in actions before civil courts.

All processes and sentences of said courts shall be executed by such civil officers as may be prescribed by the laws of the several States and Territories, and in any State where no provision shall have been made for such action, and in the Territories and the District of Columbia, such processes and sentences shall be executed by a United States marshal or

his duly appointed deputy, and it shall be the duty of any United States marshal to execute all such processes and sentences and make return thereof to the officer issuing or imposing the same. (Sec. 108, N. D. A.)

Arrest before Trial. When an organization is at its armory station, the arrest before trial should ordinarily cover the time an officer or enlisted man should be present with his organization. It should not extend outside of his military status and duties. An unauthorized absence would thus include a breach of arrest.

When an organization is in camp or otherwise away from its station and armory for training or service, the ordinary procedure pertaining to the Regular Army should be followed. (Par. 554, N. G. R., '22.)

Who issues Process. In the National Guard it is **not** the judge advocate but the *president of a court-martial* or the *summary court* who has power to issue process to compel the attendance of witnesses. All subpoenas should therefore be signed by him. In these matters he possesses (sec. 108) the same power as is "provided in actions before civil courts;" to ascertain the territory within which process will run the local law must, therefore, be consulted. (Par. 561, N. G. R., '22.)

Method of Issuing Process. When a subpoena can not conveniently be served by an officer or enlisted man of the National Guard, *the proper civil authorities should be requested to effect service.* For this purpose the president of the court or the *summary court* should make formal application to the official designated by the law of the State to execute the processes of courts-martial. In a Territory or the District of Columbia, or in a State whose law makes no provision for such action by any civil officer, then the request should be addressed to the United States marshal of the district in which the court is convened. A United States marshal is not empowered to execute such process if the State law makes provision for it. (Par. 562, N. G. R., '22.)

When a warrant of attachment is issued for the arrest of a civilian who willfully neglects or refuses, after having been duly subpoenaed, to appear as a witness before a National Guard court-martial, a request for its execution should be addressed to the civil authorities as provided for service of subpoenas. (Par. 563, N. G. R., '22.)

Serving Process. When a United States Marshal or one of his deputies is so called upon to make an arrest or to serve a process, the caption of the warrant or process issued should show the United States to be the complainant and prosecutor, and not the State or a State official. (Cir. Letter No. 4, M. B., Jan. 12, 1922.)

Form of Warrant of Arrest. The following form of warrant of Arrest has been approved by the Office of the Judge Advocate General of the Army in cases where State laws are lacking, and when it is necessary to invoke the assistance of U. S. civil officers in military administration in the National Guard. (Cir. Letter No. 4, M. B., Jan. 12, 1922.)

WARRANT OF ARREST

UNITED STATES

vs

The President of the United States, to the United States Marshal for the District of, or his appointed deputy, GREETING:

WHEREAS.....of an active member of the National Guard of the State of was, on the.....day of, 19...., at.....duly ordered in writing to appear for trial at.....on the..... day of..... 19...., at..... o'clock.....m., before a (1).....court-martial, appointed by paragraph. Special Orders No....., dated Headquarters..... and a copy of the charges were delivered to said with such order; and,

WHEREAS, he has disobeyed said order and failed to appear before the said (1)..... court-martial for trial as by said order required; and,

WHEREAS, no provision has been made under the laws of the State of..... for the execution of the process,

NOW, THEREFORE, by virtue of the power vested in me, the undersigned as (2) President of said (1).....court-martial, by section 108, of the National Defense Act, approved June 3, 1916, (39 Stat. 209), you are hereby commanded and empowered to apprehend and arrest the said....., wherever he may be found within your District in the States of..... and forthwith bring him before the said (1)..... court-martial at.....for trial, and this shall be your warrant therefor.

(Name)
(Grade and Organization)
(3) President of said Court-Martial (1)

Dated.....
.....19....

- (1) General, Special or Summary
- (2) If a summary court-martial, line out the words, "president of"
- (3) If a summary court-martial, line out the words, "president of said"

Expenses of National Guard Courts-Martial. The United States Government does not provide for the payment of expenses of courts-martial of the National Guard not in the service of the United States. As to the fees, mileage, and expenses of witnesses, the payment of reporters and experts and all other expenses, the laws of the State, Territory, or District concerned must be consulted. (Par. 566, N. G. R., '22.)

Reporter for Court. The compensation of a reporter for a National Guard court-martial is dependent upon the law of the State, Territory, or District of Columbia concerned. (Par. 558, N. G. R., '22.)

Prosecution represents. The judge advocate of a general or special court-martial in the National Guard shall prosecute in the name of the United States and of the State, Territory, or District of Columbia concerned. (Par. 557, N. G. R., '22,)

Administration of Oath. The Manual of Courts-Martial, does not confer power on persons therein named to administer oaths in National Guard administration. A summary court officer is authorized by section 105, to administer oaths for administrative purposes; as to others having that power the law of the State must be consulted. (Par. 560, N. G. R., '22.)

Authority to Administer Oath. When authority has been extended for an organization, officers will be selected or appointed. . . . While these officers will not be extended Federal recognition until the organizations to which they belong have been inspected and recognized by the War Department, any such officer who, according to State statutes is authorized to administer oaths, is eligible to administer oath of office to officers and the oath of enlistment. (Par. 157, N. G. R., '22.)

Oath of Members of Courts-Martial. The judge advocate of a general or special court-martial in the National Guard shall administer to the members the following oath or affirmation:

"You, A. B., do swear (or affirm) that you will well and truly try and determine, according to the evidence, the matter now before you, between the United States of America and the State of and the person to be tried, and that you will duly administer justice, without partiality, favor, or affection, according to the provisions of the rules and articles for the government of the National Guard of the United States and of the State of, and if any doubt should arise, not explained by said articles, then according to your conscience, the best of your understanding and the custom of War in like cases; and you do further swear (or affirm) that you will not divulge the finding or sentence of the court until they shall be published by the proper authority, except to the judge advocate and assistant judge advocate; neither will you disclose or discover the vote or opinion of any particular member of the court-martial, unless required to give evidence thereof as a witness by a court of justice in due course of law. So help you God. "(Par. 559, N. G. R., '22.)

Evidence by Deposition. Where the deposition of a person residing within the State is desired, and it is impracticable to have it taken by a military officer, the president of the court should refer it to some civil official, for example, a notary public, competent to administer oaths, and residing near the place where the desired witness is at the time. If the president does not know of any such person, the papers should be forwarded to the adjutant general of the State, who will see that they are referred to a proper person. . . .

If the witness resides beyond the limits of the State, the papers will be forwarded to the adjutant general of the State in which the court is convened. The State authorities will transmit them to those of the State where the witness resides, and the deposition will be secured as provided in similar cases for civil courts. (Par. 565, N. G. R., '22.)

Punishment of Witnesses. Although there is no power in a court-martial of the Army to punish a witness for not testifying, this is not the case with a court-martial of the National Guard. By section 108, its president is authorized "to sentence for a refusal to

be sworn or to answer as provided in actions before civil courts." For the extent of this power in any particular instance consult the local law. (Par. 564, N. G. R., '22.)

Punishing Power of Courts. Courts-martial in the National Guard may not impose punishments other than those specifically mentioned in the National Guard Regulations. (See next three paragraphs.) (Par. 567, N. G. R., '22.)

General Court-Martial Punishments. The punishments which may be imposed by a general court-martial are the following:

- (a) Dismissal, in the case of an officer.
- (b) Dishonorable discharge, in the case of an enlisted man.
- (c) Reduction to the ranks, in the case of a noncommissioned officer.
- (d) Forfeiture of pay and allowances.
- (e) Fine, not exceeding \$200, or confinement in lieu thereof, at a rate not exceeding one day for each dollar.
- (f) Reprimand. (Par. 550, N. G. R., '22.)

Approval of Governor. No sentence of dismissal from the service or dishonorable discharge, imposed by a National Guard court-martial, not in the service of the United States, shall be executed until approved by the governor of the State or Territory concerned, or by the commanding general of the National Guard of the District of Columbia. (Sec. 107, N. D. A.)

Special Court-Martial Punishments. The punishments which may be imposed by a special court-martial are the same as those stated in the remarks in paragraph above except that—

- (a) As an officer may not be tried by special court, dismissal can not be imposed by it.
- (b) Fines imposed by it may not exceed \$100. (Par. 551, N. G. R., '22.)

Summary Court Punishments. The punishments which may be imposed by a summary court are the following:

- (a) Reduction to the ranks in the case of a noncommissioned officer.
- (b) Forfeiture of pay and allowances.
- (c) Fine, not exceeding \$25, or confinement in lieu thereof. (Par. 552, N. G. R., '22.)

Suggestions for Suitable Punishments. In order to secure some degree of uniformity in punishment for particular offenses imposed by courts-martial of the National Guard in different States, the following table is presented, giving the maximum punishment recommended for certain offenses.

The maximum named for any particular offense should be imposed only in aggravated cases, or in those where the record of previous convictions shows the accused to be an old offender; in ordinary cases a lighter punishment than that named should be inflicted, the court taking into consideration all attendant circumstances and also the previous record of the accused.

It should be clearly understood that this schedule merely represents the opinion of the Militia Bureau and those officers of the National Guard whom there was opportunity to consult. With experience other and better schedules will be recommended until finally a uniform standard may be attained.

In the meanwhile it should be held in mind that the schedule is not a binding one. (Par. 575, N. G. R., '22.)

SUITABLE PUNISHMENTS

Offense.	Fine, forfeiture, or other punishment.
Under the fifty-fourth article of war: Fraudulent enlistment.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and \$50.
Under the fifty-eighth article of war: Desertion, when on riot duty or similar duty, or under call for same. Desertion at any other time.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and \$200. Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and \$100.
Under the fifty-ninth article of war: Advising or assisting desertion.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and \$100.
Under the sixty-first article of war: Absence without leave, when in camp, or on riot duty, etc., or failure to attend encampment, maneuvers, or outdoor target practice. Failure to repair to the place appointed for assembly for roll call, drill, etc., in camp. Failure to attend armory drill or instruction, or indoor target practice.	For every day or fraction of a day of absence, \$4 for noncommissioned officers, and \$3 for any other enlisted man. \$4 for noncommissioned officers, and \$3 for any other enlisted man. \$4 for noncommissioned officers, and \$3 for any other enlisted man.
Under the sixty-third article of war: Behaving with disrespect toward superior officer.	\$50.
Under the sixty-fifth article of war: Insubordinate conduct toward noncommissioned officer.	\$50.
Under the eighty-third article of war: Losing, spoiling, damaging, or wrongfully disposing of military property.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and \$60.
Under the eighty-fourth article of war: Injuring, losing, selling, or wrongfully disposing of property issued.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and \$60.
Under the eighty-fifth article of war: Drunk on guard. Drunk at drill, inspection, or other duty.	\$100. \$25.
Under the eighty-sixth article of war: Sentinel drunk or sleeping on post, or quitting post.	\$100.
Under the eighty-ninth article of war: Committing depredation on private property.	Dishonorable discharge, forfeiture of all pay and allowances, and \$100.
Under the ninety-fourth article of war: Forging or counterfeiting a signature, making a false oath, and related offenses.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and \$200.
Under the ninety-sixth article of war: Assault. Assault and battery. Breach of arrest. Disrespect to sentinel. Drunkenness. False official statement or report knowingly made to superior by — Noncommissioned officer. Any other enlisted man. Gambling, in armory or camp. Indecent exposure, or committing nuisance. Introducing intoxicating liquor into armory, camp, or quarters — For personal consumption. For another. Larceny, or embezzlement.	\$30. \$60. \$30. \$50. \$5. \$50. \$30. \$10. \$25. \$10. \$25. Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and \$200.
Perjury or false swearing.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and \$200.

[Par. 605 NGR '19]

Accumulative Punishments. Upon conviction of any offense or offenses for which a fine amounting to \$10 may be adjudged, a noncommissioned officer may also be sentenced to reduction. Dishonorable discharge, with forfeiture of all pay and allowances due and to become due, may be adjudged in addition to the punishment stated in the table, whenever five or more previous convictions are shown, or whenever a soldier is convicted, on one arraignment, of two or more offenses, the aggregate punishment for which is a fine exceeding \$50.00. (Par. 574, N. G. R., '22.)

Confinement in lieu of Fine. All courts-martial of the National Guard, not in the service of the United States, including summary courts, shall have power to sentence to confinement in lieu of fines authorized to be imposed: *Provided*, That such sentence of confinement shall not exceed one day for each dollar of fine authorized. (Sec. 106, N. D. A.)

When sentences of confinement can be made effective, such punishment may be inflicted by confinement in an armory rather than in a jail or penitentiary. (Par. 582, N. G. R., '19.)

It is held that Sec. 106, National Defense Act means that such a courts-martial may either imprison or fine, in its discretion, and that imprisonment is not restricted to cases of default of payment of fine. (Cir. Let. No. 73, M. B., Nov. 20, 1920.)

Alternative Sentence. It is held that the statute contemplates that sentences may be imposed in the alternative, e.g., "To pay to the State of a fine of one-hundred dollars or to be confined at such place as the reviewing authority may direct until such fine is so paid, but for not more than one hundred days." (Cir. Let. No. 73, M. B., Nov. 20, 1920.)

Forfeiture of Armory Drill Pay. It should be borne in mind that absence from drill, camp, etc., of itself debars the absentee from Federal pay for the period, without the sentence of a court-martial. This is not a punishment, but merely the withholding of money that has not been earned, which necessarily takes place whether the absence is with or without fault on the part of the soldier. If the absence is willful and unjustifiable the offender should be tried and fined for the sake of the deterrent effect upon himself and others. (Par. 571, N. G. R., '22.)

Charging the cost of articles lost is no part of a court-martial sentence, but is an administrative act, and has nothing to do with whether the man is tried or not. (Par. 572, N. G. R., '22.)

Collection of Court-Martial Fines. If a monetary penalty is imposed as a *fine*, it will be collected by the civil official authorized by law to do so in the State; if imposed as a *forfeiture*, it will be withheld by the officer or agent of the Quartermaster Corps from the amount otherwise due as Federal pay. (Par. 573, N. G. R., '22.)

Disposition of Court-Martial Record. That copy of the record of trial by summary court which in the Regular Army is sent to the "officer exercising general court-martial jurisdiction," is in the National Guard sent to the adjutant general of the State, Territory or District concerned. (Par. 555, N. G. R., '22.)

The top fold of the original copy of the charges in a case tried by general court-martial, and the record of trial of said case which in the Regular Army are finally forwarded to the Judge Advocate General of the Army, are, in the National Guard, sent to the adjutant general of the State, Territory, or District concerned. (Par. 556, N. G. R., '22.)

Articles of War. Articles 1, 2, and 29, 54 to 96, inclusive, and 104 to 109, inclusive, of the Articles of War shall be read and explained to every soldier at the time of his enlistment, or within six days thereafter. (Par. 331, N. G. R., '22.)

They are as follows (Extracted from Articles of War Approved June 4, 1920):

ARTICLE 1. DEFINITIONS. The following words when used in these articles shall be construed in the sense indicated in this article, unless the context shows that a different sense is intended, namely:

- (a) The word "officer" shall be construed to refer to a commissioned officer;
- (b) The word "soldier" shall be construed as including a noncommissioned officer, a private, or any other enlisted man;
- (c) The word "company" shall be understood as including a troop or battery; and
- (d) The word "battalion" shall be understood as including a squadron.

ART. 2. PERSONS SUBJECT TO MILITARY LAW. The following persons are subject to these articles and shall be understood as included in the term "any person subject to military law," or "persons subject to military law," whenever used in these articles: *Provided*, That nothing contained in this Act, except as specifically provided in Article 2, sub paragraph (c), shall be construed to apply to any person under the United States Naval jurisdiction unless otherwise specifically provided by law.

(a) All officers, members of the Army Nurse Corps, warrant officers, Army field clerks, field clerks Quartermaster Corps, and soldiers belonging to the Regular Army of the United States; all volunteers, from the dates of their muster or acceptance into the military service of the United States; and all other persons lawfully called, drafted, or ordered into, or to duty or for training in, the said service, from the dates they are required by the terms of the call, draft or order to obey the same;

(b) Cadets;

(c) Officers and soldiers of the Marine Corps when detached for service with the armies of the United States by order of the President: *Provided*, That an officer or soldier of the Marine Corps when so detached may be tried by military court-martial for an offense committed against the laws for the government of the naval service prior to his detachment, and for an offense committed against these articles he may be tried by a naval court-martial after such detachment ceases;

(d) All retainers to the camp and all persons accompanying or serving with the armies of the United States without the territorial jurisdiction of the United States, and in time of war all such retainers and persons accompanying or serving with the armies of the United States in the field, both within and without the territorial jurisdiction of the United States, though not otherwise subject to these articles;

(e) All persons under sentence adjudged by courts-martial;

(f) All persons admitted into the Regular Army Soldiers' Home at Washington, District of Columbia.

This article became effective on June 4, 1920.

ART. 29. COURT TO ANNOUNCE ACTION. Whenever the court has acquitted the accused upon all specifications and charges, the court shall at once announce such result in open court. Under such regulations as the President may prescribe, the findings and sentence in other cases may be similarly announced.

III. PUNITIVE ARTICLES

A. ENLISTMENT; MUSTER; RETURNS

ART. 54. FRAUDULENT ENLISTMENT. Any person who shall procure himself to be enlisted in the military service of the United States by means of willful misrepresentation or concealment as to his qualifications for enlistment, and shall receive pay or allowances under such enlistment, shall be punished as a court-martial may direct.

ART. 55. OFFICER MAKING UNLAWFUL ENLISTMENT. Any officer who knowingly enlists or musters into the military service any person whose enlistment or muster in is prohibited by law, regulations, or orders shall be dismissed from the service or suffer such other punishment as a court-martial may direct.

ART. 56. FALSE MUSTER. Any officer who knowingly makes a false muster of man or animal, or who signs or directs or allows the signing of any muster roll knowing the same to contain a false muster or false statement as to the absence or pay of an officer or soldier, or

who wrongfully takes money or other consideration on mustering in a regiment, company, or other organization, or on signing muster rolls, or who knowingly musters as an officer or soldier a person who is not such officer or soldier, shall be dismissed from the service and suffer such other punishment as a court-martial may direct.

ART. 57. FALSE RETURNS — OMISSION TO RENDER RETURNS. Every officer whose duty it is to render to the War Department or other superior authority a return of the state of the troops under his command, or of the arms, ammunition, clothing, funds, or other property thereunto belonging, who knowingly makes a false return thereof shall be dismissed from the service and suffer such other punishment as a court-martial may direct. And any officer who, through neglect or design, omits to render such return shall be punished as a court-martial may direct.

B. DESERTION; ABSENCE WITHOUT LEAVE

ART. 58. DESERTION. Any person subject to military law who deserts or attempts to desert the service of the United States shall, if the offense be committed in time of war, suffer death or such other punishment as a court-martial may direct, and, if the offense be committed at any other time, any punishment, excepting death, that a court-martial may direct.

ART. 59. ADVISING OR AIDING ANOTHER TO DESERT. Any person subject to military law who advises or persuades or knowingly assists another to desert the service of the United States shall, if the offense be committed in time of war, suffer death or such other punishment as a court-martial may direct, and, if the offense be committed at any other time, any punishment, excepting death, that a court-martial may direct.

ART. 60. ENTERTAINING A DESERTER. Any officer who, after having discovered that a soldier in his command is a deserter from the military or naval service or from the Marine Corps, retains such deserter in his command without informing superior authority or the commander of the organization to which the deserter belongs, shall be punished as a court-martial may direct.

ART. 61. ABSENCE WITHOUT LEAVE. Any person subject to military law who fails to repair at the fixed time to the properly appointed place of duty, or goes from the same without proper leave, or absents himself from his command, guard, quarters, station, or camp without proper leave, shall be punished as a court-martial may direct.

C. DISRESPECT; INSUBORDINATION, MUTINY

ART. 62. DISRESPECT TOWARD THE PRESIDENT, VICE-PRESIDENT, CONGRESS, SECRETARY OF WAR, GOVERNORS, LEGISLATURES. Any officer who uses contemptuous or disrespectful words against the President, Vice-President, the Congress of the United States, the Secretary of War, or the governor or legislature of any State, Territory, or other possession of the United States in which he is quartered shall be dismissed from the service or suffer such other punishment as a court-martial may direct. Any other person subject to military law who so offends shall be punished as a court-martial may direct.

ART. 63. DISRESPECT TOWARD SUPERIOR OFFICER. Any person subject to military law who behaves himself with disrespect toward his superior officer shall be punished as a court-martial may direct.

ART. 64. ASSAULTING OR WILLFULLY DISOBEYING SUPERIOR OFFICER. Any person subject to military law who, on any pretense whatsoever, strikes his superior officer or draws or lifts up any weapon or offers any violence against him, being in the execution of his office, or willfully disobeys any lawful command of his superior officer, shall suffer death or such other punishment as a court-martial may direct.

ART. 65. INSUBORDINATE CONDUCT TOWARD NONCOMMISSIONED OFFICER. Any soldier who strikes or assaults, or who attempts or threatens to strike or assault willfully disobeys the lawful order of a warrant officer or a noncommissioned officer while in the execution of his office, or uses threatening or insulting language, or behaves in an insubordinate or disrespectful manner toward a warrant officer or a noncommissioned officer while in the execution of his office, shall be punished as a court-martial may direct.

ART. 66. MUTINY OR SEDITION. Any person subject to military law who attempts to create or who begins, excites, causes, or joins in any mutiny or sedition in any company, party, post, camp, detachment, guard, or other command shall suffer death or such other punishment as a court-martial may direct.

ART. 67. FAILURE TO SUPPRESS MUTINY OR SEDITION. Any officer or soldier who, being present at any mutiny or sedition, does not use his utmost endeavor to suppress the same, or knowing or having reason to believe that a mutiny or sedition is to take place, does not without delay give information thereof to his commanding officer shall suffer death or such other punishment as court-martial may direct.

ART. 68. QUARRELS; FRAYS; DISORDERS. All officers, members of the Army Nurse Corps, warrant officers, Army field clerks, field clerks, Quartermaster Corps, and non-commissioned officers have power to part and quell all quarrels, frays and disorders among persons subject to military law and to order officers who take part in the same into arrest, and other persons subject to military law who take part in the same into arrest or confinement, as circumstances may require, until their proper superior officer is acquainted therewith. And whosoever, being so ordered, refuses to obey such officer, nurse, band leader, warrant officer, field clerk, or noncommissioned officer, or draws a weapon upon or otherwise threatens or does violence to him, shall be punished as a court-martial may direct.

D. ARREST; CONFINEMENT

ART. 69. ARREST OR CONFINEMENT. Any person subject to military law charged with crime or with a serious offense under these articles shall be placed in confinement or in arrest as circumstances may require; but when charged with a minor offense only such person shall not ordinarily be placed in confinement. Any person placed in arrest under the provisions of this article shall thereby be restricted to his barracks, quarters, or tent, unless such limits shall be enlarged by proper authority. Any officer or cadet who breaks his arrest or who escapes from confinement, whether before or after trial or sentence and before he is set at liberty by proper authority, shall be dismissed from the service or suffer such other punishment as a court-martial may direct; and any other person subject to military law who escapes from confinement or who breaks his arrest, whether before or after trial or sentence and before he is set at liberty by proper authority, shall be punished as a court-martial may direct.

ART. 70. CHARGES; ACTION UPON. Charges and specifications must be signed by a person subject to military law, and under oath either that he has personal knowledge of, or has investigated, the matters set forth therein, and that the same are true in fact, to the best of his knowledge and belief.

No charge will be referred for trial until after a thorough and impartial investigation thereof shall have been made. This investigation will include inquiries as to the truth of the matter set forth in said charges, form of charges, and what disposition of the case should be made in the interest of justice and discipline. At such investigation full opportunity shall be given to the accused to cross-examine witnesses against him if they are available and to present anything he may desire in his own behalf either in defense or mitigation, and the investigating officer shall examine available witnesses requested by the accused. If the charges are forwarded after such investigation, they shall be accompanied by a statement of the substance of the testimony taken on both sides.

Before directing the trial of any charge by general court-martial the appointing authority will refer it to his staff judge advocate for consideration and advice.

When any person subject to military law is placed in arrest or confinement immediate steps will be taken to try the person accused or to dismiss the charge and release him. Any officer who is responsible for unnecessary delay in investigating or carrying the case to a final conclusion shall be punished as a court-martial may direct. When a person is held for trial by general court-martial the commanding officer will within eight days after the accused is arrested or confined, if practicable, forward the charges to the officer exercising general court-martial jurisdiction and furnish the accused a copy of such charges. If the same be not practicable, he will report to superior authority the reasons for delay. The trial judge advocate will cause to be served upon the accused a copy of the charges upon which trial is to be had, and a failure so to serve such charges will be ground for a continuance unless the trial be had on the charges furnished the accused as hereinbefore provided. In time of peace no person shall, against his objection, be brought to trial before a general court-martial within a period of five days subsequent to the service of charges upon him.

ART. 71. REFUSAL TO RECEIVE AND KEEP PRISONERS. No provost marshal or commander of a guard shall refuse to receive or keep any prisoner committed to his charge by an officer belonging to the forces of the United States, provided the officer committing shall, at the time, deliver an account in writing, signed by himself, of the crime or offense charged against the prisoner. Any officer or soldier so refusing shall be punished as a court-martial may direct.

ART. 72. REPORT OF PRISONERS RECEIVED. Every commander of a guard to whose charge a prisoner is committed shall, within twenty-four hours after such confinement, or as soon as he is relieved from his guard, report in writing to the commanding officer the name of such prisoner, the offense charged against him, and the name of the officer committing him; and if he fails to make such report, he shall be punished as a court-martial may direct.

ART. 73. RELEASING PRISONER WITHOUT PROPER AUTHORITY. Any person subject to military law who, without proper authority, releases any prisoner duly committed to his charge, or who through neglect or design suffers any prisoner so committed to escape, shall be punished as a court-martial may direct.

ART. 74. DELIVERY OF OFFENDERS TO CIVIL AUTHORITIES. When any person subject to military law, except one who is held by the military authorities to answer, or who is awaiting trial or result of trial, or who is undergoing sentence for a crime or offense punishable under these articles, is accused of a crime or offense committed within the geographical limits of the States of the Union and the District of Columbia, and punishable by the laws of the land, the commanding officer is required, except in time of war, upon application duly made, to use his utmost endeavor to deliver over such accused person to the civil authorities, or to aid the officers of justice in apprehending and securing him, in order that he may be brought to trial. Any commanding officer who upon such application refuses or willfully neglects, except in time of war, to deliver over such accused person to the civil authorities or to aid the officers of justice in apprehending and securing him shall be dismissed from the service or suffer such other punishment as a court-martial may direct.

When, under the provisions of this article, delivery is made to the civil authorities of an offender undergoing sentence of a court-martial, such delivery, if followed by conviction shall be held to interrupt the execution of the sentence of the court-martial, and the offender shall be returned to military custody, after having answered to the civil authorities for his offense, for the completion of the said court-martial sentence.

E. WAR OFFENSES

ART. 75. MISBEHAVIOR BEFORE THE ENEMY. Any officer or soldier who, before the enemy, misbehaves himself, runs away, or shamefully abandons or delivers up or by any misconduct, disobedience, or neglect endangers the safety of any fort, post, camp, guard, or other command which it is his duty to defend, or speaks words inducing others to do the like, or casts away his arms or ammunition, or quits his post or colors to plunder or pillage, or by any means whatsoever occasions false alarms in camp, garrison, or quarters, shall suffer death or such other punishment as a court-martial may direct.

ART. 76. SUBORDINATES COMPELLING COMMANDER TO SURRENDER. Any person subject to military law who compels or attempts to compel any commander of any garrison, fort, post, camp, guard, or other command, to give it up to the enemy or to abandon it shall be punishable with death or such other punishment as a court-martial may direct.

ART. 77. IMPROPER USE OF COUNTERSIGN. Any person subject to military law who makes known the parole or countersign to any person not entitled to receive it according to the rules and discipline of war, or give a parole or countersign different from that which he received, shall, if the offense be committed in time of war, suffer death or such other punishment as a court-martial may direct.

ART. 78. FORCING A SAFEGUARD. Any person subject to military law who, in time of war, forces a safeguard shall suffer death or such other punishment as a court-martial may direct.

ART. 79. CAPTURED PROPERTY TO BE SECURED FOR PUBLIC SERVICE. All public property taken from the enemy is the property of the United States and shall be secured for the service of the United States, and any person subject to military law who neglects to secure such property or is guilty of wrongful appropriation thereof shall be punished as a court-martial may direct.

ART. 80. DEALING IN CAPTURED OR ABANDONED PROPERTY. Any person subject to military law who buys, sells, trades, or in any way deals in or disposes of captured or abandoned property, whereby he shall receive or expect any profit, benefit, or advantage to himself or to any other person directly or indirectly connected with himself, or who fails whenever such property comes into his possession or custody or within his control to give notice thereof to the proper authority and to turn over such property to the proper authority without delay, shall, on conviction thereof, be punished by fine or imprisonment, or by such other punishment as a court-martial, military commission, or other military tribunal may adjudge, or by any or all of said penalties.

ART. 81. RELIEVING, CORRESPONDENCE WITH, OR AIDING THE ENEMY. Whosoever relieves or attempts to relieve the enemy with arms, ammunition, supplies, money, or other thing, or knowingly harbors or protects or holds correspondence with or gives intelligence to the enemy, either directly or indirectly, shall suffer death or such other punishment as a court-martial or military commission may direct.

ART. 82. SPIES. Any person who in time of war shall be found lurking or acting as a spy in or about any of the fortifications, posts, quarters, or encampments of any of the armies of the United States, or elsewhere, shall be tried by a general court-martial or by a military commission, and shall, on conviction thereof, suffer death.

F. MISCELLANEOUS CRIMES AND OFFENSES

ART. 83. **MILITARY PROPERTY — WILLFUL OR NEGLIGENT LOSS, DAMAGE, OR WRONGFUL DISPOSITION.** Any person subject to military law who willfully, or through neglect, suffers to be lost, spoiled, damaged, or wrongfully disposed of, any military property belonging to the United States shall make good the loss or damage and suffer such punishment as a court-martial may direct.

ART. 84. **WASTE OR UNLAWFUL DISPOSITION OF MILITARY PROPERTY ISSUED TO SOLDIERS.** Any soldier who sells or wrongfully disposes of or willfully or through neglect injures or loses any horse, arms, ammunition, accoutrements, equipment, clothing, or other property issued for use in the military service, shall be punished as a court-martial may direct.

ART. 85. **DRUNK ON DUTY.** Any officer who is found drunk on duty shall, if the offense be committed in time of war, be dismissed from the service and suffer such other punishment as a court-martial may direct; and if the offense be committed in time of peace, he shall be punished as a court-martial may direct. Any person subject to military law, except an officer, who is found drunk on duty shall be punished as a court-martial may direct.

ART. 86. **MISBEHAVIOR OF SENTINEL.** Any sentinel who is found drunk or sleeping upon his post, or who leaves it before he is regularly relieved, shall, if the offense be committed in time of war, suffer death or such other punishment as a court-martial may direct; and if the offense be committed in time of peace, he shall suffer any punishment, except death, that a court-martial may direct.

ART. 87. **PERSONAL INTEREST IN SALE OF PROVISIONS.** Any officer commanding in any garrison, fort, barracks, camp, or other place where troops of the United States may be serving who, for his private advantage, lays any duty or imposition upon or is interested in the sale of any victuals or other necessities of life brought into such garrison, fort, barracks, camp, or other place for the use of the troops, shall be dismissed from the service and suffer such other punishment as a court-martial may direct.

ART. 88. **INTIMIDATION OF PERSONS BRINGING PROVISIONS.** Any person subject to military law who abuses, intimidates, does violence to, or wrongfully interferes with any person bringing provisions, supplies, or other necessities to the camp, garrison, or quarters of the forces of the United States shall suffer such punishment as a court-martial may direct.

ART. 89. **GOOD ORDER TO BE MAINTAINED AND WRONGS REDRESSED.** All persons subject to military law are to behave themselves orderly in quarters, garrison, camp, and on the march; and any person subject to military law who commits any waste or spoil, or willfully destroys any property whatsoever (unless by order of his commanding officer), or commits any kind of depredation or riot, shall be punished as a court-martial may direct. Any commanding officer who, upon complaint made to him, refuses or omits to see reparation made to the party injured, in so far as the offender's pay shall go toward such reparation, as provided for in article 105, shall be dismissed from the service, or otherwise punished, as a court-martial may direct.

ART. 90. **PROVOKING SPEECHES OR GESTURES.** No person subject to military law shall use any reproachful or provoking speeches or gestures to another; and any person subject to military law who offends against the provisions of this article shall be punished as a court-martial may direct.

ART. 91. **DUELING.** Any person subject to military law who fights or promotes or is concerned in or connives at fighting a duel, or who, having knowledge of a challenge sent or about to be sent, fails to report the fact promptly to the proper authority, shall, if an officer, be dismissed from the service or suffer such other punishment as a court-martial may direct; and if any other person subject to military law, shall suffer such punishment as a court-martial may direct.

ART. 92. MURDER — RAPE. Any person subject to military law who commits murder or rape shall suffer death or imprisonment for life, as a court-martial may direct; but no person shall be tried by court-martial for murder or rape committed within the geographical limits of the States of the Union and the District of Columbia in time of peace.

ART. 93. VARIOUS CRIMES. Any person subject to military law who commits manslaughter, mayhem, arson, burglary, housebreaking, robbery, larceny, embezzlement, perjury, forgery, sodomy, assault with intent to commit any felony, assault with intent to do bodily harm with a dangerous weapon, instrument, or other thing, or assault with intent to do bodily harm, shall be punished as a court-martial may direct.

ART. 94. FRAUDS AGAINST THE GOVERNMENT. Any person subject to military law who makes or causes to be made any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or

Who presents or causes to be presented to any person in the civil or military service thereof, for approval or payment, any claim against the United States, or any officer thereof, knowing such claim to be false or fraudulent; or

Who enters into any agreement or conspiracy to defraud the United States by obtaining, or aiding others to obtain, the allowance or payment of any false or fraudulent claim; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or against any officer thereof, makes, uses, or procures, or advises the making or use of, any writing or other paper knowing the same to contain any false or fraudulent statements; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, makes or procures, or advises the making of, any oath to any fact or to any writing or other paper knowing such oath to be false; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, forges or counterfeits, or procures, or advises the forging or counterfeiting of any signature upon any writing or other paper, or uses, or procures, or advises the use of any such signature, knowing the same to be forged or counterfeited; or

Who, having charge, possession, custody, or control of any money or other property of the United States, furnished or intended for the military service thereof, knowingly delivers, or causes to be delivered, to any person having authority to receive the same, any amount thereof less than that for which he receives a certificate or receipt; or

Who, being authorized to make or deliver any paper certifying the receipt of any property of the United States furnished or intended for the military service thereof, makes or delivers to any person such writing, without having full knowledge of the truth of the statements therein contained and with intent to defraud the United States; or,

Who steals, embezzles, knowingly and willfully misappropriates, applies to his own use or benefit, or wrongfully or knowingly sells or disposes of any ordnance, arms, equipments, ammunition, clothing, subsistence stores, money, or other property of the United States furnished or intended for the military service thereof; or

Who knowingly purchases or receives in pledge for any obligation or indebtedness from any soldier, officer, or other person who is a part of or employed in said forces or service, any ordnance, arms, equipment, ammunition, clothing, subsistence stores, or other property of the United States, such soldier, officer, or other person not having lawful right to sell or pledge the same;

Shall, on conviction thereof, be punished by fine or imprisonment, or by such other punishment as a court-martial may adjudge, or by any or all of said penalties. And if any person, being guilty of any of the offenses aforesaid while in the military service of the United States, receives his discharge or is dismissed from the service, he shall continue to be liable to be arrested and held for trial and sentenced by a court-martial in the same manner and to the same extent as if he had not received such discharge nor been dismissed. And if any

officer, being guilty, while in the military service of the United States, of embezzlement of ration savings, post exchange, company, or other like funds, or of embezzlement of money or other property intrusted to his charge by an enlisted man or men, receives his discharge, or is dismissed, or is dropped from the rolls, he shall continue to be liable to be arrested and held for trial and sentence by a court-martial in the same manner and to the same extent as if he had not been so discharged, dismissed, or dropped from the rolls.

ART. 95. CONDUCT UNBECOMING AN OFFICER AND GENTLEMAN. Any officer or cadet who is convicted of conduct unbecoming an officer and a gentleman shall be dismissed from the service.

ART. 96. GENERAL ARTICLE. Though not mentioned in these articles, all disorders and neglects to the prejudice of good order and military discipline, all conduct of a nature to bring discredit upon the military service, and all crimes or offenses not capital, of which persons subject to military law may be guilty, shall be taken cognizance of by a general or special or summary court-martial, according to the nature and degree of the offense, and punished at the discretion of such court.

V. MISCELLANEOUS PROVISIONS

ART. 104. DISCIPLINARY POWERS OF COMMANDING OFFICERS. Under such regulations as the President may prescribe, the commanding officer of any detachment, company, or higher command may, for minor offenses, impose disciplinary punishments upon persons of his command without the intervention of a court-martial, unless the accused demands trial by court-martial.

The disciplinary punishments authorized by this article may include admonition, reprimand, withholding of privileges for not exceeding one week, extra fatigue for not exceeding one week, restriction to certain specified limits for not exceeding one week, and hard labor without confinement for not exceeding one week, but shall not include forfeiture of pay or confinement under guard; except that in time of war or grave public emergency a commanding officer of the grade of brigadier general or of higher grade may, under the provisions of this article also impose upon an officer of his command below the grade of a major a forfeiture of not more than one-half of such officer's monthly pay for one month. A person punished under authority of this article, who deems his punishment unjust or disproportionate to the offense, may, through the proper channel, appeal to the next superior authority, but may in the meantime be required to undergo the punishment adjudged. The commanding officer who imposes the punishment, his successor in command, and superior authority shall have power to mitigate or remit any unexecuted portion of the punishment. The imposition and enforcement of disciplinary punishment under authority of this article for any act or omission shall not be a bar to trial by court-martial for a crime or offense growing out of the same act or omission; but the fact that a disciplinary punishment has been enforced may be shown by the accused upon trial, and when so shown shall be considered in determining the measure of punishment to be adjudged in the event of a finding of guilty.

ART. 105. INJURIES TO PROPERTY.—REDRESS OF. Whenever complaint is made to any commanding officer that damage has been done to the property of any person or that his property has been wrongfully taken by persons subject to military law, such complaint shall be investigated by a board consisting of any number of officers from one to three, which board shall be convened by the commanding officer and shall have, for the purpose of such investigation, power to summon witnesses and examine them upon oath or affirmation, to receive depositions or other documentary evidence, and to assess the damages sustained against the responsible parties. The assessment of damages made by such board shall be subject to the approval of the commanding officer, and in the amount approved by him shall be stopped against the pay of the offenders. And the order of such commanding officer

directing stoppages herein authorized shall be conclusive on any disbursing officer for the payment by him to the injured parties of the stoppages so ordered.

Where the offenders cannot be ascertained, but the organization or detachment to which they belong is known, stoppages to the amount of damages inflicted may be made and assessed in such proportion as may be deemed just upon the individual members thereof who are shown to have been present with such organization or detachment at the time the damages complained of were inflicted as determined by the approved findings of the board.

ART. 106. ARREST OF DESERTERS BY CIVIL OFFICIALS. It shall be lawful for any civil officer having authority under the laws of the United States, or of any State, Territory, District, or possession of the United States, to arrest offenders, summarily to arrest a deserter from the military service of the United States and deliver him into the custody of the military authorities of the United States.

ART. 107. SOLDIERS TO MAKE GOOD TIME LOST. Every soldier who in an existing or subsequent enlistment deserts the service of the United States or without proper authority absents himself from his organization, station, or duty for more than one day, or who is confined for more than one day under sentence, or while awaiting trial and disposition of his case, if the trial results in conviction, or through the intemperate use of drugs or alcoholic liquor, or through disease or injury the result of his own misconduct, renders himself unable for more than one day to perform duty, shall be liable to serve, after his return to a full-duty status, for such period as shall, with the time he may have served prior to such desertion, unauthorized absence, confinement, or inability to perform duty, amount to the full term of that part of his enlistment period which he is required to serve with his organization before being furloughed to the Army reserve.

ART. 108. SOLDIERS — SEPARATION FROM THE SERVICE. No enlisted man, lawfully inducted into the military service of the United States, shall be discharged from said service without a certificate of discharge, signed by a field officer of the regiment or other organization to which the enlisted man belongs or by the commanding officer when no such field officer is present; and no enlisted man shall be discharged from said service before his term of service has expired except by order of the President, the Secretary of War, the commanding officer of a department, or by sentence of a general court-martial.

ART. 109. OATH OF ENLISTMENT. At the time of his enlistment every soldier shall take the following oath or affirmation: "I,——, do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to the Rules and Articles of War." This oath or affirmation may be taken before any officer.

ARTICLE IV

FEDERAL PROPERTY AND EQUIPMENT

Armament, Equipment, and Uniform of the National Guard. The National Guard of the United States shall, as far as practicable, be uniformed, armed, and equipped with the same type of uniforms, arms and equipments as are or shall be provided for the Regular Army. (Sec. 82, N. D. A.)

A. REQUISITIONS

How Made. Requisitions for supplies to be issued as a charge against this appropriation will be submitted in triplicate by the governors of the several States, or by an officer of the National Guard of a State, designated by the governor to make requisitions for stores in his name. The officer so designated should be the property and disbursing officer for the United States in the State. (Par. 789, N. G. R., '22.)

When to Submit Requisitions. As soon after receipt of notice of Federal Recognition as possible.

Requisitions not Honored Prior to Federal Recognition. Requisitions for supplies for new organizations, *except for necessary blank forms*, cannot be honored until the organization has first been authorized, inspected, and recognized by the War Department as National Guard. (Par. 161, N. G. R., '22.)

Forms to be Used. Requisitions for ordnance and ordnance stores, quartermaster supplies, signal equipment and stores, engineer property, medical property and stores, equipment for military aeronautics, motor transportation, and for such forms as are for use in connection with property accounting, will be submitted on form Purchase and Storage No. 160. (Par. 823, N. G. R., '22.)

NOTE. — In submitting requisitions for *clothing* use Forms 160, P. & S. and 160^a Q. M. C. See pages 124 and 125.

Number of Copies to be Submitted. Par. 789, N. G. R., requires that requisitions going forward from the *State* must be in triplicate. The company commander should have a retained copy; the U. S. Property and Disbursing officer of the State will also want to retain a copy; and in some Corps Areas the Corps Area Ordnance Officer, Signal Officer, etc., may want a copy of the requisitions pertaining to the particular class of property handled by his department. This means that the company commander must make 5 and *possibly* 6 *copies* of each requisition which will be distributed as follows — 3 to be forwarded to *Militia Bureau through the State*, 1 retained by company commander; 1 retained by *U. S. Property and Disbursing Officer of the State* and possibly one copy of requisition covering a particular class of property for the Corps Area Ordnance, Signal, etc., Officer.

Contents of Requisitions. Requisitions will contain the following:

- (a) Complete shipping address of the officer to whom the property is to be shipped.
- (b) The following certificate signed by the governor of the State, or the officer for the United States designated to make requisitions for stores in the name of such governor.

I certify that the articles enumerated hereinbefore are required by the National Guard of the of for the fiscal year ending June 30, 19—, under (designating the appropriation), and that the of has adequate and suitable storage facilities for the safe-keeping and preservation of the property. (Par. 824, N. G. R., '22.)

REQUISITION

DATE 10/22SERIAL
NUMBER ILL.-491No. of Sheets
2Sheet No. 1REQUISITIONED BY Commanding Officer, Co."A", 1st Engineers, Ill.N.G.

Commanding Officer, Co."A", 1st Engrs., Ill.N.G.

SHIP TO State Armory, #752 Western Avenue, Peoria, Ill. VIA _____BASIS FOR REQ'N Militia Bureau Equipment Tables

Explanatory Notes:

Initial Equipment required for Co."A", 1st Engineers, Ill. N.G.
This Unit was Federally Recognized March 1, 1922.

Quantity on Hand	Quantity Due Us	Consumed During	Required For	Unit	ARTICLES	Quantity Authorized
		Period	Period			
			1	ea	Axes, with helvcs.	
			90	ea	Blankets, O.D.	
			etc	etc	etc etc etc etc	
			etc	etc	etc etc etc etc	
<p>I certify that the articles enumerated hereinbefore are required by the National Guard of the State of Illinois for the fiscal year ending June 30, 1922, under appropriation, "Arms, Uniforms, Equipment, etc., National Guard, for Field Service, 1922", and that the State of Illinois has adequate and suitable storage facilities for the safe keeping and preservation of the property.</p> <p style="text-align: center;"><i>E. F. Locke.</i> E. F. Locke Lt. Col. U.S. Property & Disbursing Officer, Illinois.</p>						

J. P. Kraus
(Signature of Requisitioning Officer)

J. P. Kraus

Capt. 1st Engrs. Ill. N.G. Commanding Co.

(Signature of Authorizing Officer)

Derived by the Committee on Standardization of Depot Accounting

3-5775

STATEMENT TO BE ATTACHED TO REQUISITION (FORM 160, P. & S.) WHEN
CLOTHING IS REQUISITIONED

Station Date Req'n No.

Strength:

ARTICLE.	UNIT.	SIZE.	MAXIMUM REQUIREMENTS.	QUANTITY ON HAND.	QUANTITY DUE.	QUANTITY REQUIRED FOR NEXT QUARTER.	EXCESS OVER REQUIREMENTS FOR MONTHS.
Aprons, white.	Each,						
Arctic, O. D., high, nurse's.	Each,	3, 4, 5, 6, 7, 8, 9,					
Belts, waist,	Each,						
Boots, rubber, hip,	Pair,	6, 7, 8, 9, 10, 11, 12, 13, 14,					
Boots, rubber, half hip,	Pair,	6, 7, 8, 9, 10, 11, 12, 13, 14,					

NOTE:-

In making out requisition for clothing proceed as follows:-
For the first sheet of your requisition use Form 160 P & S.
On form 160 P & S fill in all headings down to include "Explanatory Notes", then add the certificate to be signed by the U.S. Property & Disbursing Officer (see par. 826 b H.G.R.), then add signature of requisitioning officer in its proper place. Put nothing else on the sheet. For the remaining sheets of your clothing requisition use Q.M.C. Form 160 a. Form Q.M.C. 160 a comes in blocks of 13 sheets containing all articles of clothing issued listed by sizes. All that is necessary for you to do is to fill in the amounts required after the proper sizes

Errors and Omissions in Requisitions. Failure to include the date in space provided in upper left-hand corner. Omission of serial number in space provided in upper right-hand corner. Omission of complete shipping address. Failure to state quantities on hand in first column.

Placing of quantities desired in second column, headed "Quantity Due U. S." instead of in fourth column headed "Required For." The object of the second column is to note quantities previously requisitioned for and approved for issue but not yet received. In some instance, requisitions have been received with the quantities desired in fifth column headed "UNIT." In every instance the number of articles desired should be noted in but one column, viz., the fourth, headed "Required For." In the fifth column headed "UNIT" should be noted the unit basis of computation such as "each," "dozen," "yard," "box," etc. (Cir. Letter, M. B., No. 42, July 22, 1920.)

Timely requisitions necessary. It is also recognized that in some instances the States do not anticipate their requirements far enough in advance to justify commendation for applying business principles. Sometimes emergencies occur and in such cases this Bureau is glad to render all possible assistance in having shipments rushed. It is believed, however, that by reasonable foresight the emergency nature of a large number of cases can be obviated. Within the past few months several States have telegraphed for certain articles to be delivered for use in a camp which would begin within a few days from the date of the wire, although the authority for the camp had been granted several weeks prior to that date. Failure to forward requisitions in ample time to allow for necessary routine action thereon and shipment by the depots and delivery by the carriers, results in embarrassment to the National Guard and criticism of the federal authorities for failure to overcome physical impossibilities. The efficiency of the State officials is judged by the exercise of sufficient foresight in anticipating requirements and by the limitation of use of telegrams to the lowest possible minimum. (Cir. Letter M. B., No. 42, July 22, 1920.)

Separate Requisitions for each Supply Department. Separate requisitions will be submitted for each class of supplies required for, i. e. —

Ordnance and ordnance stores.

Quartermaster supplies.

Signal equipment and stores.

Engineer property.

Medical property and stores.

Equipment and supplies for military aeronautics.

Motor transport equipment and supplies.

Publications.

Blank forms (separate for each department or bureau from which issued). (Par. 825, N. G. R., '22.)

In no case can any one requisition call for supplies, equipment, or stores issued by different supply departments. Requisitions of this character will be returned to the State concerned to be prepared as required by these regulations. (Par. 826, N. G. R., '22.)

Requisitions for Ordnance Property. Attention is invited to the following extracts from Supply Circular No. 29, War Department, Purchase, Storage, and Traffic Division, General Staff, April 8, 1918:

2. (a) In accordance with the terms of Supply Circulars Nos. 80 and 109, that part of the Ordnance Department having to do with the . . . issue of the following ordnance material is hereby transferred to the office of the *Director of Purchase and Storage*:

Pack equipment.

Artillery and machine gun harness.

Personal, horse, and mess equipment for officers and enlisted men.

Intrenching tools.

Fencing equipment.

Marksmanship insignia.

Marking outfits and stencils.

Blacksmiths', saddlers', and carpenters' tools.

Troop panniers with contents.

Equipment repair trucks or similar trucks.

Cleaning and preserving supplies, including all oils and paints.

All spare parts and material necessary for the maintenance and repair of the above.

(b) *The Ordnance Department will continue to be responsible until further notice for the . . . issue of the following ordnance material:*

All artillery, including special artillery vehicles, tanks, and tractors

All ammunition and its components.

All pyrotechnics and rifle and hand grenades.

All special ordnance repair trucks except equipment repair trucks and similar trucks.

All fire-control instruments and sights for artillery and machine guns.

Machine guns and automatic rifles.

Rifles, pistols, revolvers, shotguns, and all other small arms.

Bayonets, bolos, sabers, and all other hand arms.

Arm chests and arm racks.

Range-finding instruments.

Targets and target material.

Decapping and cleaning tools for small-arm cartridges.

All tools for repair of small arms and machine guns, including arm repair chests with contents, armorers' tool chests with contents, tool rolls and pistol cleaning kits.

All tools, equipment and spare parts, and publications and blank forms pertaining to the above.

Care in Preparation of Requisitions. It is requested that hereafter the authority under which the supplies are called for be stated under "Basis for Requisition," such as "Militia Bureau Letter" (date and file number), or "War Department Circular No." (date), or whatever the authority is.

Remarks should be made under the "Explanatory Notes," such as "Initial equipment required for" (name of organization), "Required for the maintenance of tractors," or "Cleaning and preserving materials for battery equipment," or whatever the reason for requesting the supplies.

The name of the consignee is not necessary in the space provided for shipping directions, but shipping instructions should read: "Ship to: The United States Property and Disbursing Officer for the National Guard of" or "The Commanding Officer, Company (Troop or Battery), Regiment," with the point of destination plainly indicated and street address shown where essential. Shipping directions should always be clear, explicit, and complete. (Cir. Let. No. 10, M. B., Feb. 14, 1921.)

Classification of Q. M. Supplies on Requisition. In order to facilitate the handling of requisitions for quartermaster property and insure prompt issue of the stores requested thereon, it is desired that in the future such requisitions be prepared from the foregoing lists and each class of property entered *on a separate sheet* of the requisition. To enter more than one class of property on a single sheet would defeat the purpose for which the foregoing classification of property was made, and it is requested that extreme care be taken to have the requisitions properly classified before they are forwarded to this office. (Cir. Let No. 49, M. B., July 25, 1921.)

For convenience, the issue of quartermaster property has been assigned to the following branches of the Supply Service in the office of the Quartermaster General of the Army:

Subsistence Branch. Candles, lantern; Powder, scouring, about 1 lb. containers; Soap, automobile; Soap, harness; Soap, saddle; Soap, soft; Soap, white.

Clothing and Equipage Branch. Axes, hand intrenching; Axes, with helvcs; Bags, barrack; Bags, water, sterilizing; Batons, Band repair sets; Bedsacks, Belts, cart. cal. 30, mounted and dismounted; Belts, cart. for pistol; Belts, waist; Blankets, o. d.; Breeches, service, cotton; Breeches, service, wool; Bugles, complete with slings; Canteens; Carriers, handax, intrenching; Carriers, pack; Carriers, pick mattock intrenching; Carriers, shovel, intrenching; carriers, wire cutter; chevrons, pairs, and other sleeve insignia; coats, fatigue; Coats, oilskin; Coats, service, cotton; Coats, service, wool; Colors, national, silk, complete; Colors, national, service, complete; Colors, regimental, silk complete; Cords, hat; Cots, canvas; Covers, canteen, dismounted; Covers, canteen, mounted; Cups, Cutters, wire; Desk, field, company, complete; Desks, field, regimental, complete; flags, distinguishing with staffs; Forks, Gloves, riding; Hats, oilskin; Hats, service; Hats, fatigue; Haversacks, Instruments, band, sets; Knives; Laces, leggins; Laces, shoe; Leggins, canvas or spiral woolen Leggins, mounted; Meat cans; Music stands; Ornaments, collar, bronze, sets; Outfits, marking, leather; Outfits, marking, metal; Overcoats; Pick mattocks, intrenching; Pins, tent, shelter; Pockets, magazine web double; Poles, tent shelter; Pouches, for first-aid packets; Pouches, music; Raincoats, dismounted; Raincoats, mounted; Screens, latrine; Shirts, flannel, o. d.; Shoes, Shovels, intrenching; Slings, color, o. d.; Spoons, Spurs, Straps spur, sets; Stretchers, shoe; Tags, identification; Tags, personal equipment, M-1919; Tape for identification tags, yds.; Tent flies, wall, large; Tent flies, wall, small; Tents, shelter halves; Tents, pyramidal, complete; Tents, storage, complete; Tents, wall large, complete; Tents, wall small, complete; Trousers, fatigue; Trousers, oilskin; Whistles, battalion commanders; Whistles, company commanders; Whistles, thunderer.

Vehicles, Harness and Saddlery Branch. Cavesson and longes; Riding equipment, sets; Scabbards, rifle; Sets, consisting of 1 horse brush, 1 curry comb; Wagons, escort.

Regular Supplies Branch. Brushes, camels hair, round; Brushes, marking; Brushes, paint, 4 inch flat; Brushes, paint flat, chisel 1 inch; Brushes, paint, flat, chisel 3 inch; Brushes, sash No. 3; Brushes, sash No. 5; Brushes, varnish 4-0; Brushes, varnish 5-0 Buckets, g. i.; Cans, g. i., garbage; Cans, night urinal; Chests, commissary; Crocus, quires; Emery, quires, No. 00; Emery, quires, No. 0; Emery, quires, No. ½; Horseshoers sets, Lanterns, complete; Pickaxes, with helvcs; Pots, marking; Ranges, field, No. 1; Ranges, field, No. 2; Saddlers sets; Shovels, short handled; Tubing, rubber, 2 inch, section Ord. Spec. EN 232-0; Typewriters.

Fuel Oil and Paints Branch. Ammonium persulphate, btls; Cloth, cotton, flannel, foot square; Cosmic, No. 80, soft, qts.; Corks, rubber for closing chambers; Dryers, Japan, brown, gals.; Lye, powdered, lbs.; Oil, gun, pints; Oil, linseed, boiled; Oil, linseed, raw; Oil, slushing light; Paint, O. D. Standard, gals.; Patches, cut; Powder, hydrochlorite of lime, tubes; Skins, chamois, 13 x 17 inches; Soda, ash, Ord. Spec. EN 313-0 lbs.; Sodium hydroxide, bottles; Soap, saddle, Ord. Std. Spec. EN 272-0 lbs.; Soap, white Ord. Spec. EN 246-0, lbs.; Sponges, 4 inch Ord. Spec. EN 311-0 Turpentine, O. S. EN 338-0 pts. Waste, cotton.

Sizes of Clothing on Requisition. Requisition for clothing for equipping the National Guard should be submitted according to the following sizes:

BREECHES, COTTON AND WOOLEN

28/35, 30/25, 30/27, 31/25, 31/27, 32/25, 32/27, 32/29, 34/27,
34/29, 36/27, 36/29, 38/27, 38/29, 40/24, 42/27, 44/29.

(the first figure indicates waist measure; the second, length of inseam).

COATS, COTTON AND WOOLEN

33, 33-L, 34, 34-L, 35, 35-L, 36, 36-L, 38, 38-L, 40, 40-L, 42, 44.

OVERCOATS O. D.

34, 34-L, 36, 36-L, 38, 38-L, 40, 40-L, 42, 44.

RAINCOATS, FOOT

Small, Medium, or large.

RAINCOATS MOUNTED

Small, Medium, or large

SHIRTS, FLANNEL, O. D.

13½, 14, 14½, 15, 15½, 16, 17, 18, 19.

(Cir. Let. No. 46, M. B., July 28, 1920.)

Requisition for Finger Print Outfit. Materials and appliances for recording finger prints form part of the Recruiting Outfit Emergency M. D. and may be obtained on requisition in the usual way. (Cir. Let. No. 24, M. B., 1921.)

Requisition for Field Artillery Ammunition. In the future all requisitions for Field Artillery ammunition for initial allowance to be shipped to organizations must be accompanied by a certificate from the Field Artillery Instructor, or other qualified officer of the Regular Army, giving a description of the magazine or storage place and stating that it affords ample protection for the ammunition, and that in case of accident, surrounding buildings would not be endangered from explosion. No shipments will be made of Field Artillery ammunition in the future unless this certificate is furnished. (Cir. Let. No. 40, M. B., June 11, 1921.)

Form of Requisition for Public Animals. Ten horses conforming to the Regular Army standard for field artillery. I certify that the horses required will be for the sole continuous use of the cavalry, field artillery, engineers, ambulance companies, field hospital companies, signal corps organizations, or machine-gun troops of the National Guard, and that the State of Alabama agrees to furnish the necessary veterinary services for the horses required without expense to the United States. (Par. 972, N. G. R., '22.)

C. D.

Brig. Gen., A. N. G.

Adjutant General

I certify that the articles enumerated hereinbefore are required by the National Guard of the State of Alabama for the fiscal year ending June 30, 19 , under section 67, or section 83, and that the State has adequate and suitable storage facilities for the safe-keeping and preservation of the property.

E. F.

Governor of the State.

Montgomery, Ala., July 1, 19 .

Requisitions for Forage and Other Supplies. For instructions and forms for making requisitions for forage and other supplies pertaining to maintenance of Public Animals, see article on Public Animals in this book.

B. UNIFORM

Uniform of the National Guard. The uniform of the National Guard will be that prescribed in the Regulations of the United States Army with the exceptions hereinafter stated. (Par. 533, N. G. R., '22.)

Collar Ornaments. Adjutants general and officers of the staff corps and departments of States, Territories, and the District of Columbia, and organizations of the National Guard recognized as such by the War Department under the act of June 3, 1916, shall wear collar ornaments and insignia as prescribed below:

(a) For all officers of the federally recognized National Guard the letters "U. S." in gothic design, five-eighths inch high, each letter followed by a period, with letters forming the authorized abbreviation of the name of the State, not to exceed four letters, one-fourth inch high, in gilt medal, superimposed thereon. All superimposed letters will be gothic design.

(b) The letters "U. S.," with the State abbreviation superimposed will be worn 1 inch from each end of the collar, with a suitable space between the letters, and placed midway between the upper and lower edges of the collar.

(c) The insignia of the corps, department, or arm of the service and the insignia of aides and chiefs of staff will be worn five-eighths inch from the letters "U. S.," next to letter farthest from the opening of collar.

For all enlisted men of the federally recognized National Guard:

(d) On the right side of the collar, a disk one inch in diameter, with raised rim encircling the letters "U. S.," in bronze, with the letters forming the authorized abbreviation of the name of the State, not to exceed four letters, superimposed thereon in bright metal; the disk will also bear below the letters "U. S.," the number of the regiment, or other numbered unit when applicable. When there is no unit number the "U. S." will be in the center of the disk.

(e) On the left side of the collar, a disk one inch in diameter with raised rim, encircling the device of the corps, department, or arm of the service; this disk will also bear in the lower angle of the device (except in Engineer companies where the letter will be above the middle turret) the company letter for the men in troops, batteries or companies, except headquarters, machine-gun, and supply companies, which will bear the letters "H. Q.," "M. G.," or "S.," respectively.

(f) Disk insignia will be worn on the service coat, edge of disk to be 1 inch from the end of the collar, and the disk to be midway between the upper and lower edges of the collar. (Par. 538, N. G. R., '22.)

Collar Devices. Following recent inquiry regarding proper collar devices for officers and enlisted men of organizations named below, the Secretary of War has directed the use of the following:

ORGANIZATION	ENLISTED MEN		OFFICERS
	Right Side	Left Side	Both Sides
1. Div. Hq. Co., 28th Div.	US 28	HQ.	US and insignia of branch of service to which officer belongs.
2. 102nd Motorecycle Co., 27th Division	US 102	Q. M. Corps insignia	US and Q. M. Corps insignia.
3. 102nd Ordn. Maintenance Co., 27th Division	US 102	Ordnance insignia	US and Ordnance Corps insignia.
4. 27th Military Police Co.	US 27	Insignia of branch of service to which he belongs, without letter or number	US and insignia of branch of service to which officer belongs.
5. 27th Tank Company	US 27	Regulation Tank Unit	US and the prescribed Tank unit insignia.
6. Motor Transport Co. No. 145, 37th Division	US 145	Q. M. Corps insignia	US and Q. M. Corps insignia.
7. Motor Repair Sec. No. 123, 37th Division	US 123	Q. M. Corps insignia	US and Q. M. Corps insignia.
8. Wagon Co., No. 124, 37th Division	US 124	Q. M. Corps Insignia	US and Q. M. Corps insignia.

All ornaments mentioned above are authorized and available for issue except the ornament HQ for enlisted men under No. 1, above; recommendation that such an ornament be authorized for issue to Headquarters of Brigades and higher units has been approved.

In each case where the US is used the authorized abbreviation of the name of the State will be superimposed thereon as prescribed in paragraphs B and C Army Regulations, No. 600-35, Specifications of the Uniform.

The shoulder patch insignia now authorized is a distinctive mark of brigades and higher units, and no necessity for an additional collar ornament for this purpose is apparent. (Cir. Letter No. 9, M. B., 1922.)

Uniform worn only on Duty. Uniforms issued to the National Guard and paid for from Federal appropriations are the property of the United States, and they will not be worn by members of the National Guard except upon official occasions, including mobilization, assemblies for armory training, target practice, camps of instruction and field training, parades and reviews. They may be worn on social occasions only at assemblies at the authorized armory when authorized or required by the commanding officer concerned. The wearing of the uniforms on private social occasions is expressly prohibited. The wearing of mixed uniform and civilian dress is prohibited. (Par. 534, N. G. R., '22.)

Sam Browne Belt. The Sam Browne Belt will be worn at all times by officers outside their quarters when in service coat, and with the olive-drab shirt if under arms. When the overcoat is worn, the Sam Browne Belt will be worn under the overcoat, except in the field when the pistol and Canteen are carried. A single shoulder strap passing over the right shoulder and under the shoulder loop on the service coat, and attached to the belt on the left side, will be worn at all times with the belt, except when equipped for field service with pistol, leather magazine pocket, canteen, and first aid packet. In this latter case a double shoulder strap will be worn, one strap passing over the right shoulder and the other passing over the left shoulder. These straps will cross in front over the chest and in rear on the back, each one being attached to the belt similarly to the single shoulder strap described above. The Sam Browne belt will be worn by commissioned officers only.

The Sam Browne belt will shortly be available at all Quartermaster General Sales Stores and after January 15, 1922, can be supplied by the Officer in Charge, Quartermaster Intermediate Depot, Jeffersonville, Indiana. The cost of the belt is \$7.50 plus postage and insurance. It is made all sizes from 32 to 44. A 36 inch belt measures 36 inches from the center bar of the buckle to the center set of the five sets of holes provided for the buckle tongues. (Cir. Letter No. 1, M. B., 1922.)

Service Stripes. All enlisted men of the Regular Army, *National Guard* and organized Reserves who have served faithfully on active federal service as enlisted men will wear a service stripe of olive drab $2\frac{1}{4}$ inches long and $\frac{5}{16}$ inches wide on a *blue* background leaving a border of $\frac{1}{8}$ inch around the stripe, for each full period of three years of such service, continuous or otherwise.

The first stripe will be worn on the left sleeve centered on its outer half, the axis at 45 degrees to the horizontal, the lower end to the front and four inches from the lower end of the sleeve.

Similarly, all enlisted men of the Army, *National Guard* and Organized Reserves, who have served for three years in other than federal service under the above conditions will wear the same stripes on a *buff* background.

Stripes, as above prescribed, for additional three-year periods of service, federal or *National Guard*, will be placed above and parallel to the first, at $\frac{1}{4}$ -inch intervals. (Cir. Let. No. 87, M. B., Dec. 30, 1920.)

Wearing of Badges and Medals. Officers and enlisted men of the *National Guard* not in the service of the United States are authorized to wear as part of their uniforms such *National Guard* decorations, medals and badges as are authorized by their respective State laws or regulations. When such decorations, badges and medals are worn they will

be worn on the left of the decorations, medals and badges authorized in the Regulations for the uniform of the United States Army. (Par. 535, N. G. R., '22.)

Distinctive Badges or Trimmings on the Uniform. It has been approved, in principle, that regiments of the Regular Army and National Guard may wear distinctive badges or trimmings on their uniforms as a means of promoting esprit de corps and keeping alive historical traditions. Various organizations which carry colors or standards have generally submitted coats of arms having certain historical significances. As far as approved, these coats of arms will form the basis for regimental colors or standards which will eventually replace the present regimental colors or standards when these wear out. The use of the coats of arms as collar ornaments in lieu of the insignia of corps, departments, or arms of service would be an example of distinctive badges to be worn by a regiment.

Regimental commanders are authorized to submit through military channels, recommendations for distinctive badges or trimmings for their regiments. (Cir. Let. No. 66, M. B., Sept. 29, 1921.)

Shoulder Sleeve Insignia for Corps and Army Troops. 1. The War Department has decided that, under the provisions of paragraph 4I, Army Regulations 600-40, "Wearing of the Uniform" units of the Regular Army, Organized Reserves, or National Guard, when completely organized as Corps and Army Troops according to instructions from the War Department, are authorized to wear the shoulder sleeve insignia of the Corps or Army to which assigned by organization charts in the War Department.

2. This decision rescinds all former instructions in conflict with it. (Cir. Letter No. 15, M. B., 1922.)

C. TABLES OF BASIC ALLOWANCES

Regular Army Tables. Circular 169, War Department, June 23, 1921, contains the Basic Allowances for all arms.

Circulars enumerated, all supplementing Circular No. 169, War Dept., 1921, are continued in force so as to add Tables IV and V prescribed in them to the Tables prescribed in Circular No. 169.

Infantry. Circular No. 80, W. D., 1920, Table IV A Equipment Special for Infantry, as amended by Circular No. 167, W. D., 1920.

Cavalry. Circular No. 290, W. D., Table IV B Equipment Special for a Cavalry Brigade.

Field Artillery (75 mm). Circular No. 299, W. D., 1921, Table IV C Equipment Special for Field Artillery, 75 mm Gun Regiments, horse-drawn.

Field Artillery (155 mm). Circular No. 179, W. D., 1920, Table IV C Equipment Special for Field Artillery 155 mm. Howitzer Regiments, Motor-drawn.

Field Artillery (Brigade Hdqrs.). Circular No. 299, W. D., 1921, Table IV C Equipment Special for Field Artillery Brigade Headquarters.

Engineers. Circular No. 80, W. D., 1920, Table IV D Equipment Special for Engineer Troops.

Tanks. Circulars No. 46 and 80, W. D., 1920, Table IV E Equipment Special for Tank Units.

Remount Units. Circular No. 81, W. D., 1920, Table IV F Equipment Special for Q. M. C., Remount Units.

Q. M. C. Field Units. Circular No. 219, W. D., 1920, Table IV L Equipment Special for Q. M. C., Field Units.

C. A. C. (Motor Drawn). Circular No. 373, W. D., 1920, Table IV G Equipment Special for Coast Artillery Troops, Motor Drawn Brigades and Regiments.

C. A. C. (Railway). Circular No. 21, W. D., 1921, Table IV G Equipment Special for Coast Artillery, Railway Artillery units.

C. A. C. (Fixed). Circular No. 16, W. D., 1921, Table IV G Equipment Special for Coast Artillery Troops, Fixed Armament.

Signal. Circular 198, W. D., 1920, Table IV H Equipment Special for Signal Troops.

Air Service. Circular No. 212, W. D., 1920, Table IV Equipment Special for Air Service Units.

Medical. Circular No. 289, W. D., 1921, Table IV M Equipment Special for the Medical Department.

Targets and Material. Circular No. 371, W. D., 1920, Basic and Annual Allowances of Target and Target Material for Small Arms Target Ranges. (Cir. No. 169, W. D., 1921.)

Equipment Data on Organization Tables. Lists of equipment are also found on the Tables of Organization of Regular Army units (published in appendix I of this book). Such lists are published for convenient reference in staff and other duties and will not be considered as authoritative if they conflict with allowances shown herein. They will, however, govern for any branch until the publication of Table IV, prescribing equipment special to that arm, or Tables of Equipment, Tables of Equipment based on Tables of Basic Allowances, and Tables of Organization showing a complete equipment of units. (Cir. 169, W. D., 1921.)

Meaning of terms: Squad, Company. Battalion, and Regiment. (a) The term "squad" as used in this circular, refers to a group of men in any branch or arm of the service.

(b) The term "company" will be understood to include the lowest administrative unit in every branch or arm, by whatever name it may be known, such as troop, battery, and squadrons, air parks, communications stations, and photo sections of the Air Service etc.

(c) The term "battalion" will be understood to include the smallest unit composed of two or more of the lowest administrative units or equivalent thereto, such as battalion of infantry, squadron of Cavalry, motorized or horsed battalion of ammunition-train, or of supply train etc.

(d) The term "regiment" will be understood to include all units composed of two or more battalions, or equivalent thereto, such as air service group, ammunition train, remount depot, coast defense, etc. (Cir. No. 169, W. D., 1921.)

Equipment for National Guard. Equipment for National Guard not in Federal service will be prescribed in Special Tables of Equipment for the National Guard, and issued by the Militia Bureau (these tables are reproduced in the following pages of this book). (Cir. 169, W. D., 1921.)

Explanation of Tables. Tables I, II, and III prescribe the basic allowances of individual and organizational equipment of common application to all branches of the service. Table IV, published in separate circulars, prescribes the basic allowances of equipment special to the several branches of the service, which added to Tables I, II, and III, show the complete equipment for any particular branch. Table V prescribes the allowance furnished to posts, garrisons, and semi-permanent camps for use of troops stationed thereat, as distinguished from equipment taken by them either into the field or from station. (Cir. 169, W. D., 1921.)

The tables are also divided into two other classes, A and B. Equipment A in all Tables designates the War Set. Equipment B that which is additional for use in armories and for drill.

Equipment to be Taken on Concentration. Individual and organization equipment A are taken into the field on concentration in time of War unless otherwise directed by the War Department or by Department or Corps Area Commanders. (Cir. 46, W. D., 1922.)

INFANTRY EQUIPMENT TABLES (MILITIA BUREAU)

Quartermaster Property — Clothing

ARTICLES	Hqs. Co. Bn.	Hqs. Co. Regt.	Service Co.	Howitzer Co.	Hqs. Co. Bn.	Machine Gun Co.	Rifle Co.	BASIS OF ISSUE
Belts, waist.....	45	65	168	63	41	78	93	1 per E. M.
*Breeches, service cotton.....	45	65	168	63	41	78	93	1 per E. M.
*Breeches, service, wool.....	45	65	168	63	41	78	93	1 per E. M.
Chevrons, pairs and other sleeve insignia.....								As authorized. 1 cotton (coat), 4 wool. (overcoat, 2 shirts, O. D. coat, wool.)
Coats, fatigue.....	20	20	85	20	20	20	20	For fatigue parties.
*Coats, oilskin.....	1	1			1			For motorcycleists.
*Coats, service, cotton.....	45	65	168	63	41	78	93	1 per E. M.
*Coats, service, wool.....	45	65	168	63	41	78	93	1 per E. M.
Cords, hat.....	45	65	168	63	41	78	93	1 per E. M.
Gloves, riding pairs.....	5	6	12	6	6	4		1 for each mounted E. M.
Hats, oilskin.....	1	1			1			For motorcycleists.
Hats, service.....	45	65	168	63	41	78	93	1 per E. M.
Hats, fatigue.....	20	20	85	20	20	20	20	For fatigue parties.
Laces, leggins, extra pair.....	45	65	168	63	41	78	93	1 per E. M.
Laces, shoe, extra pair.....	45	65	168	63	41	78	93	1 per E. M.
Leggins, canvas or spiral woolen, pair.....	40	59	156	57	35	74	93	1 for each dismounted E. M.
Leggins, mounted pairs.....	5	6	12	6	6	4		1 for each mounted E. M.
Ornaments, collar, bronze sets.....	90	130	336	126	82	156	186	2 per E. M.
Overcoats.....	45	65	168	63	41	78	93	1 per E. M.
Raincoats, dismounted.....	40	59	156	57	35	74	93	1 per dismounted E. M.
Raincoats, mounted.....	5	6	12	6	6	4		1 per mounted E. M.
Shirts, flannel, o. d.....	90	130	336	126	82	156	186	2 per E. M.
Shoes, pairs.....	60	130	336	126	82	156	186	2 per E. M.
Trousers, fatigue.....	20	20	85	20	20	20	20	For fatigue parties.
Trousers, oilskin.....	1	1			1			For motorcycleists.

Quartermaster Property — Individual Equipment

Bags, barrack.....	45	65	168	63	41	78	93	1 per E. M.
Belt, cartridge for pistol.....	44	60	81	58	1	75	11	1 per individual armed with pistol.
Belt, cartridge, Cal. 30 dismounted.....	7	12	92	7	36	6	77	1 per E. M. armed with rifle.
(b) Bedsack.....	45	65	168	63	41	78	93	1 per E. M.
Blankets, o. d.....	90	130	336	126	82	156	186	2 per E. M.
Canteens.....	51	72	173	65	43	81	96	1 per individual.
Carriers pack.....	45	65	168	63	41	78	93	1 per E. M.
Covers, canteen dismounted.....	40	59	156	57	35	74	96	1 per dismounted individual.
Covers, canteen mounted.....	11	13	15	8	8	7		1 per mounted individual.
Cups.....	51	72	173	65	43	81	96	1 per individual.
Forks.....	51	72	173	65	43	81	96	do
Haversacks, infantry.....	51	72	173	65	43	81	96	do
Knives.....	51	72	173	65	43	81	96	do
Meat cans.....	51	72	173	65	43	81	98	do
Pins, tent, shelter.....	255	395	890	335	225	420	495	5 per E. M., 10 per officer and warrant officer.
Poles, tent, shelter.....	57	79	178	67	45	84	99	1 per E. M., 2 per officer and warrant officer.
Pouches for first-aid packets.....	51	72	173	65	43	81	96	1 per individual.
Spoons.....	51	72	173	65	43	81	96	do
Tags, identification.....	102	144	346	130	86	162	192	2 per individual.
Tape for identification tags, yds.....	51	72	173	65	43	81	96	1 per individual.
Tent, shelter half.....	57	79	178	67	45	84	99	1 per E. M., 2 per officer and warrant officer.
Special Equipment for the Individual								
(b) Axes, hand intrenching.....				4		4	4	1 to each 2 squads.
Baton.....			1					For drum major.
Rugies, complete with sling.....			1	2		2	2	For buglers and bugler sergeant.
(b) Carrier, handax, intrenching.....				4		4	4	For each ax, hand intrenching.
(b) Carrier, pick mattock intrenching.....				4		8	8	For each pickmattock, intrenching.
(b) Carrier, shovel, intrenching.....				16		32	32	For each shovel, intrenching.
(b) Carrier, wire cutter.....	8	19	8	16	6	16	22	1 to each 1st Sgt., stable sgt., bugler agent and member of pioneer platoon and to each corp. except bandsmen.
(b) Cutter, wire.....	8	19	8	16	6	16	22	1 per bandsman.
Music Stand.....		49						to each sq. or gun section.
(b) Pick mattock, intrenching.....				4		8	8	1 to each officer, 2 to each E. M. armed with pistol.
Pocket, magazine web double.....	82	113	158	114	12	147	19	

*Two suits, cotton or wool or one of each at discretion of Corps Area Commander.

INFANTRY EQUIPMENT TABLE (MILITIA BUREAU)
Quartermaster Property — Individual Equipment *(continued)*

ARTICLES	Hqrs. Co. Brig.	Hqrs. Co. Regt.	Service Co.	Howitzer Co.	Hqrs. Co. Bn.	Machine Gun Co.	Rifle Co.	BASIS OF ISSUE
Pouch, music.....	11	13	49	8	8	7	8	1 per bandsman.
Riding equipment, sets.....			15					1 per mtd. individual. See Note 1.
Set, consisting of 1 horse brush, 1 curry comb.....				4		4		1 per mule leader machine gun and howitzer companies.
Scabbard, rifle.....		4	74		4			1 per mtd. E. M. or wagoner armed with rifle.
(b) Shovels, intrenching.....				16		32	32	4 per squad or gun section.
Spurs, pairs.....	11	13	15	8	8	7		1 per mounted individual.
Straps, spur, sets.....	11	13	15	8	8	7		do.
Whistles: Battalion Commans- ders.....					1			1 to battalion headquarters.
Company Commanders.....	1	1	1	1	1	1	1	1 to each company.
Thunderer.....		4		4	2	4	4	2 to each platoon.

Quartermaster Property — Organization Equipment

Axes, with helve.....	1	1	4	1	1	1	1	Kitchen.
Bags, water, sterilizing.....	1	1	2	1	1	1	1	
Brushes, marking.....	1	1	1	1	1	1	1	
Buckets, G. I.....	3	3	5	3	3	3	3	Kitchen.
Cans, G. I. Garbage.....	1	2	3	2	1	2	2	Kitchen.
Night Urinal.....	2	2	4	2	2	2	2	
Chests, commissary.....			1					For Supply Officer.
Colors, national, silk complete.....			1					
Colors, national service complete.....					1			
Colors, regimental silk complete.....			1	1				
Desks, field, co. complete.....	1	1	1	1	1	1	1	
Desks field, regtl. complete.....	2	*3	1		1			*1 for supply officer.
Flag, distinguishing with staff.....	1	1	1	1	1	1	1	
Instruments, band, sets.....			1					
Lanterns, complete.....	6	5	3	3	5	3	3	3 per company. Excess for Head- quarters.
Outfit, marking, leather.....	1	1	1	1	1	1	1	
Outfit, marking, metal.....	1	1	1	1	1	1	1	
Pickaxes, with helvcs.....	2	2	2	2	2	2	2	
Pots, marking.....	1	1	1	1	1	1	1	
Powder, hydrochrite of lime tubes.....	100	100	100	100	100	100	100	
Ranges, field No. 1.....			1	1			1	
Ranges, field No. 2.....	1				1			
Shovels, short handled.....	2	2	2	2	2	2	2	
Slings, color o. d.....			2					For color sergeants.
Stretchers, shoe.....	1	1	1	1	1	1	1	
Tags, personal equip. M-1919..	1000	1400	3300	1300	900	1600	1900	Approximately 20 per individual.
Tents.....								
(b) Fly, wall large.....	1	1	1	1	1	1	1	1 per kitchen.
(b) Fly, wall small.....								
(b) Pyramidal, complete.....	8	13	23	10	7	12	14	1 per squad, 2 per company, 3 for regt. Hq. (Guard).
(b) Storage, complete.....			2					For supply officer.
(b) Wall, large complete.....	2	2			1			For Brigade Regtl. and Bn. Hdqrs.
(b) Wall, small complete.....	5	6	3	2	2	2	2	2 per general officer. 1 per field offi- cer and captain. 1 to each 2 lieuts.
Tools:								
Band repair set.....			1					
Horseshoers set.....			1					
Saddlers set.....			1					
Typewriters.....	3	4	1	1	1	1	1	1 per Co., 2 per Brig. Hdqrs, 1 for supply officer.
Wagon, escort.....	1	*1	*1	*1	*1	*1	*1	*To be issued to companies not at same station as Service Co. To be issued to Service Co. for Cos. at its station.

(b) To be issued to organizations or States or kept in storage at discretion of Corps Area Commander.

INFANTRY EQUIPMENT TABLES (MILITIA BUREAU)
Quartermasters Property — Cleaning Material — 6 Months Supply

ARTICLES	Hqrs. Co. Brig.	Hqrs. Co. Regt.	Service Co.	Howitzer Co.	Hqrs. Co. Bn.	Machine Gun Co.	Rifle Co.	BASIS OF ISSUE
Cloth, cotton flannel foot square	5	5	10	5	5	10	8	For 37-mm gun. do.
Crocus, quires.	$\frac{1}{2}$	$\frac{1}{2}$				$\frac{1}{4}$	$\frac{1}{2}$	
Emery, quires No. 00.			$\frac{1}{2}$			$\frac{1}{4}$		
Emery, quires No. 0.						$\frac{1}{8}$		
Emery, quires No. $\frac{1}{2}$						$\frac{1}{8}$		
Brushes.								
Camels Hair, round.				1				
Paint, 4 inch flat.				1				
Paint, flat, chisel 1 inch.						1		
Paint, flat, chisel 3 inch.						1		
Sash No. 3.		1	1			4	3	
Sash No. 5.						3		
Varnish 4-0.				1				
Varnish 5-0.				1				
Corks, rubber for closing chambers.	2	5	50	10	10	10	40	
Cosmic No. 80 soft qts.	1	1	1	1	1	1	1	
Dryer, Japan, brown, gals.			$\frac{1}{4}$					
Lye powdered lbs.				3		1		
Metal fouling solution.								
Ammonium persulphate btl.		2	10	2	2	2	10	
Sodium Hydroxide, bottles.		1	3	1	1	1	3	
Oil, gun pints.	1	1	1	1	1	1	1	
Linseed, boiled.						1	1	
Linseed, raw.			1				1	
Recoil cylinder, gals.				1				
Slushing light.				1		1		
Paint:								
O. D. Standard, gals.				2		2		
Patches, cut. M	2	2	5	1	2	3	5	
Skins, chamois, 13 x 17 inches.						2		
Soap:								
Saddle, Ord. Std Spec. EN 272-0 lbs.	1	1	1	3	1	3	1	
White Ord. Std. EN 246-0 lbs.		1	1	2	1	8	2	
Soda Ash Ord. Spec EN 313-0 lbs.			6	1		1	6	
Sponges 4 inch Ord. Spec. EN 311-0.				4		4	3	
Tubing rubber 2 inch section.								
Ord. Spec. EN 238-0.	2	10			2	8	10	
Turpentine, O. S. EN 338-0 pts.				2		1		
Waste, cotton.				3		3	5	

Note 1: Riding equipment, set, consists of curry comb, feed bag, grain bag, bridle complete, halter complete, horsebrush, horse cover, link (not included in riding equipment of E. M. mounted on mule) complete, saddlebags, surcingle, saddle blanket.

Ordinance Property — Individual Equipment

Bandoleers, magazine for automatic rifle r. or l.							56	To each E. M. in rifle squad except rifle grenadier.
Bayonet.	10	21	7	35	6	77		1 per E. M. dismtd.
Bayonet scabbard.	10	21	7	35	6	77		armed with rifle except wagoners, chauffeurs and motorcyclists.
Bolo.	2		8	2	8	6		3 per platoon, rifle Co., 1 per squad in M. G. Cos., 2 per communications platoon of Regt. and Battalion.
Bolo scabbard.	2		8	2	8	6		2 per section of Howitzer Company.
Belt, magazine for automatic rifle.							8	1 per automatic rifeman.
Brush, thong, U. S. Rifle cal. 30	7	12	92	7	36	6	77	1 per rifle.
Cartridge, gallery practice.			10M		5M		10M	
Cartridge, rifle ball Cal. 30.	1200	1200	9600	1200	3600	1200	8400	{ To be issued only by order of C. O.
Cartridge, pistol, ball Cal. 45.	2000	2000	2000	200	2000	2000	300	
Case, carrying for auto. rifle.							8	1 per auto. rifle.
Case, oiler and thong.	7	12	92	7	36	6	77	1 per rifle.
Case, spare parts for automatic rifle.							8	1 per auto. rifle.

INFANTRY EQUIPMENT TABLE (MILITIA BUREAU)

Ordnance Property — Individual Equipment *(continued)*

ARTICLES	Hqrs. Co. Brig.	Hqrs. Co. Regt.	Service Co.	Howitzer Co.	Hqrs. Co. Bn.	Machine Gun Co.	Rifle Co.	BASIS OF ISSUE
Cover, front sight.....	7	12	92	7	36	6	77	1 per rifle.
Device, Belgian aiming.....			6		3		6	
Filler magazine for automatic rifle.....							24	3 per auto rifle.
Glass, field.....	2	2		4	2	4	2	2 per visual section in Hdqrs. Cos. of Brigade Regt. and Battalion. 1 per gun in How. and M. G. Cos. 1 per bugler. in rifle Cos.
Gun, machine Browning.....						4		
Gun, 37-mm.....				2				
Gunslings.....	7	12	92	7	36	6	77	1 per rifle.
Gunslings auto. rifle.....							8	1 per auto. rifle.
Holster, pistol.....	44	60	81	58	7	75	11	1 per pistol.
Magazine, extra for automatic pistol Cal. 45.....	164	226	316	228	24	294	38	per officer.
Magazine, auto rifle.....							176	10 per auto. rifleman. 2 to each other member of squad except rifle grenadier.
Mortar, trench, 3 inch stokes.....				2				
Pistol, automatic Cal. 45.....	44	60	81	58	7	75	11	1 per officer, E. M. as follows: Hdqrs. Co. Brigade: — 1 per E. M. except such messengers as are not motorcyclists or bicyclists. Hdqrs. Co. Regiment: — 1 per E. M. except members of field force, intelligence platoon, 2 members visual section and such messengers as are not motorcyclists or bicyclists. Service Co.: — 1 per member band section, master sergt., 1st sergt., staff sergt., mess sergt., supply sergt., stable sergt., mail clerk, wagon master, company clerk, cook, horseshoer, storekeeper, horseshoers and rated clerk. Howitzer Co.: — 1 per E. M. except mechanics and such runners and agents as are not bicyclists. Headquarters Co. Battalion: — 1 per staff sergt., 1st sergt., mess sergt., motorcyclist and bicyclist. Machine Gun Company: — 1 per enlisted man except saddler, mechanics, agents and orderlies. Rifle Company: — 1 per 1st sergt., mess sergt., supply sergt., company clerk, bugler and cooks.
Rifle, U. S. Cal. 30 M-1903.....	7	12	92	7	36	6	77	1 per E. M. except those armed with auto. rifles or pistols.
Rifle, automatic.....							8	1 per squad.
Rod, cleaning barrack M-1916.....	1	2	12	1	5	1	10	1 per 8 rifles or fraction.
Thong, for U. S. rifle Cal. 30.....	7	12	92	7	36	6	77	1 per rifle.
Rifle, gallery practice.....			2				2	
Screwdriver rifle.....	1	2	12	1	5	1	10	1 per 8 rifles or fraction.

Ordnance Property — Fire Control Equipment-Machine Gun Company

Box, night firing with btry., cable and lamps complete.....						4		1 per gun.
Clinometer, M. G. M-1917.....						4		1 per gun.
Compass, lensatic M-1918.....						3		1 per pl. 1 per co.
Graph trajectory.....						16		4 per gun.
Instrument, angle of site.....								
M-1917 complete.....						3		1 per pl., 1 per co.
Protractor, alidade M-1918..... (Lensatic compass type)						5		1 per gun, 1 per co.
Protractor, Machine Gun.....								
Xylonite M-1918 (Semi.cir.).....						3		1 per pl., 1 per co.
Rangefinder 80-cm. base complete.....						1		
Sights:								
Luminous, front and rear.....						4		1 per gun.
Machine Gun, panoramic.....								
M-1918, complete.....						5		1 per gun. 1 per Co.
Front area anti-aircraft.....						2		1 to each 2 guns.
Square, zinc.....						3		1 per pl. 1 per Co.
Stakes, aiming luminous.....						4		1 per gun
Tables:								
Indirect fire.....						16		4 per gun.
Plane, 40cm. square comp.....						3		1 per sight.
Triped for panoramic sight.....						5		1 per sight.

INFANTRY EQUIPMENT TABLES (MILITIA BUREAU)
Ordnance Property — Accessories for Machine Gun Company

ARTICLES	Hqrs. Co. Brig.	Hqrs. Co. Regt.	Service Co.	Howitzer Co.	Hqrs. Co. Bn.	Machine Gun Co.	Rifle Co.	BASIS OF ISSUE
Barrel, spare.						4		1 per gun.
Belt filling machine with box.						33		1 per Pl. 1 per Co.
Belt. amm. 250 rounds.						68		17 per gun carried on carts.
Boxes: Ammunition.						68		do.
Spare parts.						33		1 per section.
Water.						16		4 per gun.
Carts, machine gun amm. with harness.						4		1 per gun.
Carts, machine gun with harness.						4		1 per gun.
Covers: Canvas M. G.						4		1 per gun.
Spare barrel.						4		1 per spare barrel.
Devices: For firing blank ammunition M. G.						4		1 per gun.
Steam condensing.						4		1 per gun.
Gunner's pouch.						4		1 per gun.
Handbook for M. G.						4		1 per gun.
Hatchets, broad.						4		1 per gun cart.
Mittens, asbestos, pairs.						4		1 per gun.
Outfit repair, M. G. cart.						4		1 per gun.
Paulin for cart.						8		1 per cart.
Pick mattock.						4		1 per gun cart.
Rod, cleaning, M. G.						4		1 per gun.
Ropes, emergency, cart.						8		1 per cart.
Shoulder pad asbestos or chain.						4		1 per gun.
Shaft, spare for cart.						4		1 per amm. cart.
Shovel, short handled.						4		1 per gun cart.
Sling, amm. carrying web.						28		7 per gun section.
Tripod.						4		1 per gun.

Ordnance Property — Fire Control Equipment — Howitzer Company

Clinometer, light mortar.	2					1 per mortar.
Compass, lensatic, with case.	4					1 per gun or mortar.
Protractor, alidade M-1918 (Lensatic compass type).	4					2 per platoon.
Protractor, xylonite (Sem. Cir.)	4					2 per platoon.
Range finder, 80-cm. base, comp.	1					
Rule, zinc 40-cm.	4					2 per platoon.
Sights:						
Quadrant, 37-mm M-1916.	2					1 per gun.
Telescopic 37-mm.	2					1 per gun.
Squares, zinc.	3					1 per platoon, 1 per Co.
Tables:						
Fire Control 37-mm.	4					2 per gun.
Fire control, light mortar.	4					2 per light mortar.
Plane, 40-cm. square, comp.	4					2 per platoon.
Accessories for Howitzer Company						
Boxes, amm. 37-mm Gun.	28					14 per gun.
Carriage, 37-mm Gun.	2					1 per gun.
Carts, light mortar amm. with harness.	2					1 per mortar.
Carts, light mortar gun with harness.	2					1 per mortar.
Cart, 37-mm gun with harness.	2					1 per gun.
Gunnery pouch light mortar.	2					1 per mortar.
Handbooks: 37-mm. gun.	4					2 per gun.
Stokes light mortar.	2					1 per mortar.
Hatchets, broad.	4					1 per 37-mm gun and light mortar cart.
Outfits, repair for 37-mm gun and mortar carts.	4					1 per gun or Mortar Section.
Picks.	6					1 per cart.
Ropes, emergency for carts.	6					1 per cart.
Shafts, spare amm. carts.	2					1 per light mortar amm. cart.
Shovels, short handled.	6					1 per cart.
Spare parts and accessories sets:						
For 37-mm gun.	2					1 per gun.
For light mortar.	2					1 per mortar.
Subcaliber tube for 37-mm gun.	2					1 per gun.

INFANTRY EQUIPMENT TABLES (MILITIA BUREAU)

Signal Property — Organization Equipment

ARTICLES	Hqrs. Co. Brig.	Hqrs. Co. Regt.	Service Co.	Howitzer Co.	Hqrs. Co. Bn.	Machine Gun Co.	Rifle Co.	BASIS OF ISSUE
Bags, tool, service.	1	1	1	
Bar, crow and digging.	1	1	
Batteries:								
Type BA-1.	42	46	10	2 per telephone EE-4. 4 per Buzzer and buzzerphone.
BA-2.	15	15	1 For SCR No. 121.
BA-9.	12	12	...	6	3	6	...	3 per telephone EE-5.
BA-11.	8	16	...	8	12	8	8	4 per signal lamp EE-6. 8 per EE-7.
Buzzer, service.	4	3	1	
Buzzerphones.	3	5	
Books, field message.	44	50	20	14	14	18	17	To each NCO above grade of Corp. To each Corp. of Communications Pl. 1 per flag kit, signal lamp, service buzzer, buzzerphone, telephone and switchboard. 2 per radio set. 5 per Bn. and 10 per higher hdqrs.
Carts, wire type N.	1	
Cases, battery Type CS-8.	1	1	
Chests, type BC-5.	1	1	1	
Cipher device.	2	12	1	
Clips, test, Frankel.	20	18	6	
Envelopes, field message.	500	500	150	
Fuses, 1 amp. monocord.	64	64	16	
Grips, Buffalo, sets.	1	1	
Ground rods, Type GP-16.	8	6	4	
Hydrometers HY-2.	1	1	
Kits, flag, combination.	5	4	4	6	4	6	6	2 per Co. 2 per Plat. 1 to bugler. 1 to wire cart.
Kits, inspectors pocket.	5	3	1	
Kits, soldering.	1	1	
Knives, electricians.	28	35	20	1 to each member communication platoon.
Linemen equipment TE-21.	2	2	1	
Pikes, wire.	3	For wire cart.
Pliers, side cutting 5".	23	35	20	1 to each communication Platoon.
Reels, hand buzzer wire.	1	1	1	
Reel, carts type RL-16.	2	3	1	
Sets:								
Low frequency amplifier,								
SCR-121.	1	1	
Radio Telegraph SCR-74.	1	1	
Radio Telegraph SCR-79-A.	1	
Signal Lamps EE-6.	1	2	2	
Signal Lamps EE-7.	1	2	...	1	1	
Strips, terminal, 10 pr.	5	4	2	
Switchboards BD-9.	2	2	2	
BD-11.	2	2	
Switchboard Units EE-2.	2	2	2	
Telephones EE-4.	7	7	4	
EE-5.	4	4	...	2	1	2	...	
Tubes VT-1.	20	15	
VT-2 (0-11 Volts).	10	
Voltmeter Btry 0-35 amp.	1	1	1	
Wavemeter SCR-125.	1	1	
Wire, buzzer miles on ½ mile spools.	1	
Wire, outpost twisted pair.	10	8	3	

Medical Property — Organization Equipment

First aid packets.	51	72	173	65	43	81	96	1 per individual.
Foot powder, boxes.	6	9	22	8	5	10	12	1 per squad.
Adhesive plaster Z0 spools.	6	9	22	8	5	10	12	1 per squad.
Litters with sling.	1	1	2	1	1	1	1	

Engineer Property — Organization Equipment

Compasses, prismatic with case.	2	2	1	1	2	1	1	
Compass, watch.	7	9	19	5	5	9	9	1 to NCO down to and including Sergt.
Sketching outfit complete.	1	1	1	1 to hdqrs. Brig. Regt. and Bn

CAVALRY EQUIPMENT TABLES NATIONAL GUARD

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NOTE. — Separate requisitions must be submitted for each class of property. Quartermaster, Ordnance, Medical, Signal, and Engineer.

Quartermaster—Clothing

ARTICLE	Div. Hdqrs. Tr.	Div. Hdqrs. Det.	Brig. Hdqrs. Troop	Regt. Hdqrs. Troop	Service Troop	Squadron Hdqrs. Troop	Machine Gun Sq. Hdqrs.	Machine Gun Troop	BASIS OF ISSUE	
Belts, waist.....	81	56	78	86	114	21	96	33	101	1 per E. M. { Either or both as 1 per E. M. { may be deter- 1 per E. M. { mined by corps area commander.
*Breeches, service, cotton.....	162	112	156	172	228	42	192	66	202	
*Breeches, service, wool.....	162	112	156	172	228	42	192	66	202	
Chevrans, pairs, and other sleeve insignia.....										As authorized, 2 cotton (Coat and fatigue coat) 4 wool (Overcoat, 2 shirts, coat, wool).
Coats, fatigue.....	81	56	78	86	114	21	96	33	101	1 per E. M.
*Coats, service, cotton.....	81	56	78	86	114	21	96	33	101	1 per E. M.
*Coats, service, wool.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Cords, hat.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Gloves, riding, pairs.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Hats, service.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Hats, fatigue.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Laces, leggin, extra pair.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Laces, shoe, extra pair.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Leggins, mounted, pairs.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Ornaments, collar, bronze, sets (State insignia and organization).....	81	56	78	86	114	21	96	33	101	1 per E. M.
Overcoats, O. D.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Raincoats, mounted.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Shirts, flannel, O. D.....	162	112	156	172	228	42	192	66	202	2 per E. M.
Shoes, pairs.....	162	112	156	172	228	42	192	66	202	2 per E. M.
Trousers, fatigue.....	81	56	78	86	114	21	96	33	101	1 per E. M.

*Variations in issues of these items to suit climatic conditions may be made at discretion of corps area commander.

Note: — When organizations have reached the authorized peace strength as a maintenance strength 10 per cent. increase in items of clothing may be issued in order to give allowance for replacements and misfits.

Quartermaster — Individual Equipment

Bags, barrack.....	81	56	78	86	114	21	96	33	101	1 per E. M.
(a) Bedsacks.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Belts, pistol.....	14	76	22	16	38	8	8	7	58	1 per individual armed with pistol.
Belt, cartridge, cal. .30, mounted.....	70	9	66	78	81	17	73	29	47	1 per E. M. armed with rifle.
Blankets, O. D.....	162	112	156	172	228	42	192	66	202	2 per E. M.
Bugles, complete with sling ..	2	2	2	2	1	2	1	2	1 to each bugler or acting bugler.
Carriers, wire cutter.....	7	4	6	8	6	4	14	2	13	To each E. M. equipped with wire cutters.
Canteens, mounted.....	84	97	88	94	119	25	99	36	105	1 per individual.
Containers, saddle soap.....	81	56	78	86	114	21	96	33	101	1 per E. M.
Covers, canteen, mounted.....	84	97	88	94	119	25	99	36	105	1 per individual.
Cups.....	84	97	88	94	119	25	99	36	105	1 per individual.
Cutters, wire, small.....	7	4	6	8	6	4	14	2	13	1 to each 1st Sergt., stable sergt. bugler, agent, signal man, each corporal except bandsman.

CAVALRY EQUIPMENT TABLES (MILITIA BUREAU)

Quartermaster — Individual Equipment (continued)

ARTICLE	Div. Hdqrs. Tr.	Div. Hdqrs. Det.	Brig. Hdqrs. Troop	Regt. Hdqrs. Troop	Service Troop	Squadron Hdqrs.	Troop	Machine Gun Sq. Hdqrs.	Machine Gun Troop	BASIS OF ISSUE
Forks.....	84	97	88	94	119	25	99	36	105	1 per individual.
Knives.....	84	97	88	94	119	25	99	36	105	1 per individual.
Meat cans.....	84	97	88	94	119	25	99	36	105	1 per individual.
Music stands.....					29					1 to each bandsman.
Pins, tent, shelter.....	435	1380	490	510	620	145	510	195	545	5 per E. M. 10 per officer and warrant officer.
Pockets, magazine, web, double.....	98	161	110	110	157	33	119	43	163	2 to each individual armed with pistol only; 1 to each E. M. armed with both rifle and pistol and to M. R. men armed with pistol.
Poles, tent, shelter.....	87	276	98	102	124	29	102	39	109	1 per E. M., 2 per officer and warrant officer.
Pouches for first aid packets.	84	97	88	94	119	25	99	36	105	1 per individual.
Pouches, music.....					29					1 for each bandsman.
Spoons.....	84	97	88	94	119	25	99	36	105	1 per individual.
Sponges, 4-inch.....										1 per mounted E. M.
Tags, identification.....	168	194	176	198	238	50	198	72	210	2 per individual.
Tape for identification tags (yards).....	84	97	88	94	119	25	99	36	105	1 per individual.
Tent, shelter half.....	87	138	98	102	124	29	102	39	109	1 per E. M., 2 per officer and warrant officer.
Whistles, battalion commander.....						1		1		1 to each Sq. Hdqrs. (for Sq. C. O.)
Whistles, company commander.....	1		1	1	1		1		1	1 to each Troop (for Tr. C. O.)
Whistles, thunderer.....	4		4	4	4		8		6	2 to each Platoon (for Platoon C. O. and senior sergt.)

(a) To be issued to organization or States or kept in storage at discretion of Corps Area commander.

Quartermaster—Mounted Individual Equipment

Bags, feed.....	56	47	60	88	65	24	99	17	105	1 to each mounted individual.
Bags, grain.....	56	47	60	88	65	24	99	17	105	do.
Blankets, saddle.....	56	47	60	88	65	24	99	17	105	do.
Bridles, complete.....	56	47	60	88	65	24	99	17	105	do.
Brushes, horse.....	56	47	60	88	65	24	99	17	105	do.
Carriers, saber.....	3	10	10	8	5	4	3	3	4	1 to each officer and warrant officer except that in divisional headquarters and staff they are issued only to the divisional commander, his personal aids and to officers of the general staff section.
Covers, horse.....	56	47	60	88	65	24	99	17	105	1 to each mounted individual.
Currycomb.....	56	47	60	88	65	24	99	17	105	do.
Halter, complete.....	56	47	60	88	65	24	99	17	105	do.
Lariat, with straps.....	56	47	60	88	65	24	99	17	105	do.
Links.....	56	47	60	88	65	24	99	15	105	1 to each individual mounted on horse.
Saber, straps, sets..... (1 each long and short)	46		38	43	11	9	65	2		1 to each E. M. armed with saber.

CAVALRY EQUIPMENT TABLES (MILITIA BUREAU)
Quartermaster — Mounted Individual Equipment *(continued)*

ARTICLE	Div. Hdqrs. Tr.	Div. Hdqrs. Det.	Brig. Hdqrs. Troop	Regt. Hdqrs. Troop	Service Troop	Squadron Hdqrs.	Troop	Machine Gun Sq. Hdqrs.	Machine Gun Troop	BASIS OF ISSUE
Saddles, complete.	56 3	47 23	60 10	88 8	65 5	24 4	99 3	17 3	105 4	1 to each mounted individual. 1 to each officer and warrant officer mounted.
Saddle cloths with insignia. . .										
Scabbard, rifle, complete. . . .	70	9	66	78	81	17	73	29	47	1 to each E. M. armed with rifle.
Spurs, pair.	56	47	60	88	65	24	99	17	105	1 to each mounted individual.
Straps, spur, sets.	56	47	60	88	65	24	99	17	105	do.
Suspenders, cartridge belt. . . .	81	49	78	86	114	21	96	33	101	1 to each E. M. Armed with rifle and to each E. M. equipped with pistol belt.
Stirrup, guidon or standard. . .										1 per guidon or standard.

Ordnance Individual Equipment and Organization Equipment

Arm chest, rifle, with padlock and keys.	1	1	1	1	1	1	1	1	
Arm chest, pistol, with padlock and keys.	1	1	1	1	1	1	1	1	1	
Belts, magazine, for machine rifleman for Browning auto rifle.							18	3 per M. R. (for Gunner, asst. Gunner and Carrier).
Brushes, thong, for rifle, cal. .30.	70	9	66	78	81	17	73	29	47	1 per rifle.
Cartridges, ball, pistol, cal. .30	Issued only when on field duty and when ordered by commanding officer. do. For target practice ball ammunition will be issued on basis of allowances prescribed by the War Department and published in Circular Letters of the Militia Bureau.									
Cartridges, ball, pistol, cal. .45										
Cartridges, gallery practice, cal. .22.										500 rounds per troop. (Cir. 101, W. D. 1921).
Cartridges, blank, revolver, cal. .38.										35 to each individual armed with pistol only.
Cases, carrying, for auto rifle.							6	1 to each E. M. armed with auto rifle.
Cases, oil and thong, rifle, cal. .30.	70	9	66	78	81	17	73	29	47	1 for each E. M. armed with rifle.
Cases, spare parts for auto rifle.							6	1 per M. R.
Cover, rifle, cal. .30.	70	9	66	78	81	17	73	29	47	1 per E. M. armed with rifle.
Cover, front, sight rifle, cal. .30.	70	9	66	78	81	17	73	29	47	1 to each E. M. armed with rifle.
Filler, magazine, for auto rifle.							6	1 to each E. M. armed with auto rifle.
Glasses, field, Type EE.	2	2	2	2	2	2	2	6	1 per M. G. in M. G. troops, 2 per Tr. 2 per Sq. Hdqrs.
Guns, machine, Browning.									6	2 per M. G. Sq.

CAVALRY EQUIPMENT TABLES (MILITIA BUREAU)
Quartermaster—Mounted Individual Equipment *(continued)*

ARTICLE	Div. Hdqrs.	Tr.	Div. Hdqrs. Det.	Brig. Hdqrs. Troop	Regt. Hdqrs. Troop	Service Troop	Squadron Hdqrs.	Troop	Machine Gun Sq. Hdqrs.	Machine Gun Troop	BASIS OF ISSUE
Gun slings, rifle.	70	9	66	78	81	17	73	29	47		1 to each E. M. armed with rifle.
Gun slings, auto. rifle.							6				1 to each E. M. armed with auto. rifle.
Holster, pistol.	84	85	88	94	119	25	99	36	105		1 to each individual armed with pistol.
Knot, saber.	49		48	51	16	13	68	5	4		1 to each E. M. armed with saber.
Lanyards, pistol.	84	85	88	94	119	25	99	36	105		1 to each individual armed with pistol.
Magazines, extra for pistol, cal. .45.	196	322	220	220	314	66	238	86	326		2 to each E. M. armed with rifle and pistol and to auto riflemen; 4 to each individual armed with pistol only.
Magazine for machine rifle, Browning automatic.							480				80 per rifle.
Pistol, automatic, cal. .45.	84	85	88	94	119	25	99	36	105		1 to each individual except surgeons and chaplains.
Revolver, cal. .38 (W. D. Cir. 101, 1921)	4		4	4	4		4		4		See Tables of Organization.
Rifle, cal. .30, 1903.	70	9	66	78	81	17	73	29	47		
Rifle, machine (Browning Automatic)							6				2 per auto rifle squad.
Rifle, gallery practice.	2		2	2	2	1	2	1	2		1 per 8 rifles.
Rod, cleaning, barrack.	9	2	9	10	10	2	9	4	6		1 to each officer, warrant officer and to E. M. as provided for in Tables of Organization, Peace Strength; to provide for proper training with this essential arm; sabers complete with scabbards and saber straps, sets, will be authorized issued at the rate of one set for each two men authorized by peace strength tables of organization.
Saber, cavalry.	49	10	48	51	16	13	68	5	4		1 to each auto rifleman.
Scabbard, auto rifle.							6				1 to each individual armed with saber.
Scabbard, saber, cavalry.	49	10	48	51	16	13	68	5	4		1 per 8 rifles.
Screwdriver, rifle, cal. .30.	9	1	9	10	10	2	9	4	6		1 per rifle.
Sticks, breech, rifle, cal. .30.	70	9	66	78	81	17	73	29	47		1 per rifle.
Thongs, rifle, cal. .30.	70	9	66	78	81	17	73	29	47		1 per rifle.

CAVALRY EQUIPMENT TABLES (MILITIA BUREAU)

Quartermaster — Cavalry Organizational Equipment

ARTICLE	Div. Hdqrs. Tr.	Div. Hdqrs. Det.	Brig. Hdqrs. Troop	Regt. Hdqrs. Troop	Service Troop	Squadron Hdqrs.	Troop	Machine Gun Sq. Hdqrs.	Machine Gun Troop	BASIS OF ISSUE
Axes, with helvcs.	3	1	3	3	3	1	3	1	3	6 upper and 6 lower per machine
Bags, water, canvas, pairs. . .	1	1	1	1	1	1	1	1	1	
Bags, water, sterilizing, comp. .	12	12	12	12	12	12	12	12	12	2 per field picket line and 1 per 100 feet or fraction.
Blades, machine clipping. . . .	3	4	4	4	3	2	2	4	5	1 per pack horse.
Bodies, picket pin, M 1910 with eyes.	3	2	17	24	4	9	1	33	1	1 per 8 riding or pack animals.
Bridles, M 1910.	1	1	1	1	1	1	1	1	1	4 per Tr., 2 large and 2 small, telescoping.
Brushes, marking.	4	4	4	4	4	4	4	4	4	
Buckets, G. I.	8	9	14	9	3	13	2	18	4	
Buckets, watering, canvas. . .	4	4	4	4	4	4	4	4	4	
Cans, G. I., garbage.	2	2	2	2	2	1	2	1	2	
Cans, G. I., night urinal. . . .	2	2	2	2	2	2	2	2	2	
Cavesson and longe.	1	1	1	1	1	1	1	1	1	
Chest, commissary.	1	1	1	1	1	1	1	1	1	
Cooking outfit, pack type. . . .	1	1	1	1	1	1	1	1	1	
Covers, canvas, rigging.	1	1	1	1	1	1	1	1	1	
Desks, field, company, with contents.	1	1	1	1	1	1	1	1	1	
Desks, field, regimental with contents.	2	2	2	1 (a)	1	1	1	1	1	(a) for regimental supply officer.
Forks, stable.	5	5	5	5	5	2	6	1	6	
Guidons and staff.	1	1	1	1	1	1	1	1	1	
Halters, complete.	1	1	1	1	1	1	1	1	1	
Hammer, sledge.	1	1	1	1	1	1	1	1	1	
Harness.	1	1	1	1	1	1	1	1	1	
Instruments, band, sets.	1	1	1	1	1	1	1	1	1	
Irons, branding, hoof, set. . . .	1	1	1	1	1	1	1	1	1	
Irons, branding, I. C.	1	1	1	1	1	1	1	1	1	
Irons, branding, U. S.	1	1	1	1	1	1	1	1	1	
Knives, brush cutting.	1	1	1	1	1	1	1	1	1	
Lanterns, complete.	8	8	5	4	2	3	2	3	3	
Machine, clipping.	1	1	1	1	1	1	1	1	1	
Outfit, marking, leather.	1	1	1	1	1	1	1	1	1	
Outfit, marking, metal.	1	1	1	1	1	1	1	1	1	
Pack outfits.	1	1	2	1	1	1	1	1	1	
Paulins, large.	1	1	1	1	1	1	1	1	1	
Paulins, small.	1	1	1	1	1	1	1	1	1	
Pick axes with helvcs.	6	6	6	6	2	6	2	6	6	
Pots, marking.	1	1	1	1	1	1	1	1	1	
Rakes, steel.	5	5	5	5	1	5	1	5	5	
Tape, friction, lbs.	1	1	1	1	1	1	1	1	1	
Tape, rubber, lbs.	1	1	1	1	1	1	1	1	1	
Ranges, field, No. 1.	1	1	1	1	1	1	1	1	1	
Ranges, field, No. 2.	1	1	1	1	1	1	1	1	1	
Rope, picket line, field, ft. . . .	160	220	280	185	80	280	225	250	1	
Sacks, supply (Nos. 1 and 2) . . .	1	1	1	1	1	1	1	1	1	
Saddlers, supplies.	1	1	1	1	1	1	1	1	1	
Saws, crosscut, two-handled. . .	1	1	1	1	1	1	1	1	1	
Shovels, scoop.	1	1	1	1	1	1	1	1	1	
Shovels, short-handled.	6	6	6	6	2	6	2	6	6	
Slings, color, O. D.	1	1	1	1	1	1	1	1	1	
Standards, battalion, silk, with case and staff.	1	1	1	1	1	1	1	1	1	
Standards, National, service, with case and staff.	1	1	1	1	1	1	1	1	1	
Standards, National, silk, with case and staff.	1	1	1	1	1	1	1	1	1	
Standards, regimental, with case and staff.	1	1	1	1	1	1	1	1	1	

CAVALRY EQUIPMENT TABLES (MILITIA BUREAU)

Quartermaster Property — Cavalry Organization Equipment (continued)

ARTICLE	Div. Hdqrs. Tr.	Div. Hdqrs. Det.	Brig. Hdqrs. Troop	Regt. Hdqrs. Troop	Service Troop	Squadron Hdqrs.	Troop	Machine Gun Sq. Hdqrs.	Machine Gun Troop	BASIS OF ISSUE
Stoves, tent, complete, with elbows, stovepipe, spark arrester, and shield or galvanized iron hood.....										1 per tent for winter use only.
Stretchers, shoe.....	1		1	1	1	1	1	1	1	
Tanks, water, canvas.....	1		1	1	1	1	1	1	1	1 per squadron and troop. Approx. 20 per individual.
Tape, personal equipment.....										
Tape, metallic, 50 ft.....	1		1	1	1		1		1	
Tents, fly, wall, large, complete with pins, poles and ropes.....										1 per kitchen.
Tents, pyramidal, complete with poles, pins, ropes, hoods, etc.....	12	7	12	16	16	3	14	4	15	1 per 8 men; 2 per tr. (storage and office); 2 per separate sq.; 3 per regt. hdqrs.
Tents, storage, with poles, pins, ropes and fly.....					2	(a)		1		2 per regiment for storage. (a) 1 per separate sq.
Tents, wall, large, complete, with poles, pins, ropes, fly.....				2		(a)		1		For officers. (a) 1 per separate sq.
Tents, wall, small, complete, with poles, pins, ropes and fly.....	2	6 (a) (b)	8	8	3	3	2	3	3	2 per general officer; per field officer and captain; 1 per 2 lieutenants; 1 per sq. hdqrs. (storage). (a) Does not include tentage for Div. Com. and Staff, or Div. Hdqrs. (b) 1 for each 2 warrant officers.
Tools:										
Band, repair, set.....					1					
Blacksmith's, set.....					1					
Carpenter's, set.....					1					
Carpenter's kit.....	1		1	1	1		1		1	
Horseshoer's set, including kit.....	1		1	1	1		1		1	
Saddler's set, including kit.....	1		1	1	1		1		1	
Typewriters, complete, with oil can and brush.....	1		1	3	2	1	1 ^a	1	1	
Transportation:										
Pack outfits, for machine gun, Browning.....									6	1 per M. G.
Pack outfits for ammunition for M. G., Browning.....									24	4 per M. G.
Pack outfits for M. R., Browning.....							6			1 per M. G.
Pack outfits, troop.....				3			3		3	3 per tr. in sq.; 3 per regt. hdqrs. tr.; 3 per M. G. tr.; used as follows: 1 for picket line, 1 for rations, 1 for cooking outfit.
Pack outfits, demolition ..				8						1 per pack animal in demolition section.
Pack outfits, signal equipment.....				6		4		1		1 per pack animal authorized.
Wagons, Combat (escort) complete.....				1			1		2	1 per regt. hdqrs. tr. and tr. in regt. and 2 per M. G. tr.
Forage and Pioneer (escort) complete with harness...					10			4		10 per regt., 4 per M. G. sq.
Ration and baggage (escort), complete with harness.....	8		2	1		1	1	1	1	11 per regt. issued as shown; 1 per hdqrs. tr. sq. and tr.; 4 per M. G. sq.

CAVALRY EQUIPMENT TABLES (MILITIA BUREAU)

Ordnance Property — Cavalry Machine Gun Equipment

ARTICLE	Div. Hdqrs. Tr.	Div. Hdqrs. Det.	Brig. Hdqrs. Troop	Regt. Hdqrs. Troop	Service Troop	Squadron Hdqrs.	Troop	Machine Gun Sq. Hdqrs.	Machine Gun Troop	BASIS OF ISSUE
Barrels, spare, for Browning M. G.								2		2 per M. G. tr.
Belts, ammunition, 250 rounds								253		43 per M. G.
Belt, filling machine, with box and spare parts.								3		1 per M. G. platoon.
Boxes, ammunition.								258		1 per ammunition belt, 250 rounds.
Boxes, spare parts.								6		1 per M. G.
Boxes, water.								24		4 per M. G.
Cases, spare parts, or gunner's pouch.								6		1 per M. G.
Covers, canvas, M. G.								6		1 per M. G.
Covers, canvas, spare barrel.								2		1 per spare barrel.
Devices, steam condensing.								6		1 per M. G.
Devices for firing blank ammunition, M. G.								6		1 per M. G.
Devices for firing blank ammunition, M. R.							6			1 per M. R.
Flash hider.								6		1 per M. G.
Gun Book, M. G.								6		1 per M. G.
Hanger:										
Ammunition, for M. G.								24		4 per M. G.
Machine gun.								6		1 per M. G.
Tripod.								6		1 per tripod.
Mittens, asbestos, pairs.								6		1 per M. G.
Pick mattocks, large.								6		1 per M. G.
Rods, cleaning, for M. G.								6		1 per M. G.
Shovels, short-handled.								6		1 per M. G.
Tripods, gun M 1918.								6		1 per M. G.

Ordnance Property — Fire Control Equipment

Alidade protractor.							1	4		1 per M. G. sq., M. G. tr., and M. G. plat.
Angle of site instrument with case.								4		1 per M. G. tr. and M. G. plat.
Boxes, night-firing, or night-firing device.								6		1 per M. G.
Clinometer, M. G. with case.								6		1 per M. G.
Compass, lensatic, with case							1	1		1 per M. G. sq. and M. G. tr.
Protractor, semicircular, M. 1918.								1	4	1 per M. G. sq., M. G. tr. and M. G. plt.
Range finder, 80-cm. base, case and tripods.						1		1	1	1 per sq. and M. G. tr.
Rules, musketry.										1 per Sgt. in tr. and N. C. O. in M. G. tr. not issued field glasses.
Rules, zinc.							1	4		1 per M. G. sq., M. G. tr., and M. G. plat.
Sights:										
Front Area, anti-aircraft M. R.							3			1 per 2 M. R's.
Front area, anti-aircraft M. G.								3		1 per 2 M. G's.
Luminous, front and rear, M. G.								6		1 per M. G.
Machine gun, panoramic, complete.								7		1 per M. G. tr. and M. G.
Squares, zinc.							1	7		1 per M. G. sq., M. G. tr. and M. G. plat.
Stakes, aiming.								6		1 per M. G.
Tables, plane, 40-cm. square, with declinator attached and tripod.							1		4	1 per M. G. sq., M. G. tr. and M. G. plat.

CAVALRY EQUIPMENT TABLES (MILITIA BUREAU)

Adjutant General's Property

ARTICLE	Div. Hdqrs. Tr.	Div. Hdqrs. Det.	Brig. Hdqrs. Troop	Regt. Hdqrs. Troop	Service Troop	Squadron Hdqrs.	Troop	Machine Gun Sq. Hdqrs.	Machine Gun Troop	BASIS OF ISSUE
Handbook, machine gun....	6	1 per M. G.
Handbook, M. R. (Browning automatic).....	6	1 per M. R.
Tables of Fire for Browning Machine Gun.....	2	10	1 per M. G., 2 M. G. sq. and 1 per officer in M. G. tr.
Scorebook (Soldier's Handbook of the Rifle).....	1 per E. M.

Engineer Property

Compasses, watch.	16	41	24	50	20	8	24	7	27	1 to each N. C. O. and to buglers, messengers, scouts and observers.
Drafting equipment, company	1	1	1	1 per hdqrs. tr.
Glasses, reading, 4-inch, with case.....	1	1	1	1	1	1	1	1	
Sketching equipment, set.....	1	1	1	1	1	1	1	1	

Medical Property

First aid packets.....	8	97	88	94	119	25	99	36	105	1 per individual.
Foot powder, boxes.....	11	9	11	12	15	3	12	5	13	1 per 8 men.
Adhesive plaster, Z. O. spools	11	9	11	12	15	3	12	5	13	1 per 8 men.
Litters with slings.....	1	1	1	1	1	1	1	1	1 per sq. and tr. in sq.

Signal Equipment

Books, field message.	18	40	50	34	24	9	16	14	20	1 to each N. C. O. above grade of corporal, 1 per signal corporal, 1 per flag kit, signal lamp, service buzzer or telephone switchboard, 2 per radio set, 5 per sq., 10 each hdqrs. tr.
Kits, flag, combination.....	4	4	4	4	4	4	4 per tr.
Pliers, side-cutting.....	10	10	10	8	3	To E. M. of communications detachments.
Bags, tool, service.....	1	1	1	1	
Batteries:										
Type BA-1.....	34	16	8	8	2 per telephone, type EE-4; and 4 per service buzzer; (includes 1 spare for each, except buzzer which is 2.)
Type BA-2.....	20	20	10	10	10 per SCR-127 set and SCR-130 set (all spare), 4 per Universal Test Set (2 spare).
Type BA-9.....	9	9	3	6	3	3 per telephone, type EE-5, (2 spare).
Blank forms delivery sheets.	500	500	200	200	
Buzzers, service.....	6	4	2	2	6 per brig. hdqrs. tr., 4 per regt. hdqrs. tr. (normally used as follows: 1 for communicating with brigade or division, 1 with squadrons; 1 for testing purposes and 1 spare), 2 per sq.
Cart, wire, complete, with harness and complete equipment.....	1	
Chests, type BC-5.....	2	2	1	For use with telephone and radio systems.
Cipher device.....	2	3 (a)	1	1	(a) 2 for H. Q., 1 for Trains.
Clips, Frankel, testing.....	24	18	8	10	2	2 per telephone EE-5, 6 per SCR-127 set, and 12 per SCR-130 set.

CAVALRY EQUIPMENT TABLES (MILITIA BUREAU)

Signal Corps Property — Signal Equipment (continued)

ARTICLE	Div. Hdqrs. Tr.	Div. Hdqrs. Det.	Brig. Hdqrs. Troop	Regt. Hdqrs. Troop	Service Troop	Squadron Hdqrs.	Troop	Machine Gun Sq. Hdqrs.	Machine Gun Troop	BASIS OF ISSUE
Envelopes, field message.....			500	500						
Fuses, monocord.....			16	16		2		4	2	2 per telephone line (for switchboards).
Grips, buffalo, with pulleys complete, pairs.....			1	1						
Ground rods, type GP-16....			6	6				4		2 per switchboard.
Forms, blank, register sheets			100	100		100		100		
Hydrometer, type HY-2.....			1							
Kits, inspectors' pocket.....			5	4		1		1		1 per telephone switchboard, wire cart, SCR-127 set, and SCR-130 set.
Kits, soldering, complete....			1	1						
Lineman's equipment, type TE-21.....			3	2						
Pikes, wire.....			3	2						
Reels, hand buzzer wire.....			1	1		1		1		3 per wire cart 2 per regt.
Reels, type RI-9.....			2	1		1		1		
Sets, battery charging, type SCR-82.....				1						
Sets, low frequency amplifier type SCR-121.....			1							
Sets, radio, receiving type SCR-54-A.....			1	1						
Sets, U. W. Radiotelegraph, pack type, SCR-127.....			1	2		1		1		Until this set is available for issue, substitute SCR-49-A set.
Sets, U. W. radiotelegraph, type SCR-130.....			1							Until this set is available for issue, substitute SCR-79 set.
Strips, terminal, sets, 5 pair..			4	2				2		
Switchboard, monocord telephone, 4 line, type BD-9..			1	2				1		
Switchboard, monocord, telephone, 12 line, type BD-11			1							
Switchboard unit, monocord, telephone, type EE-2.....			1	1				1		
Telephone, type EE-4.....			5							
Telephone, type EE-5.....			3	3		1		2	1	
Tubes, type VT-2.....			10	10		5		5		5 per SCR-127 set and SCR-130 set.
Tubes, type VT-5.....			5	10		5		5		5 per SCR-127 set.
Voltameter, battery, 0-35 amperes, 0-11 volts.....			1	1		1		1		
Wire:										
Field, 11-strand, miles....			10							
Outpost, single, miles.....				10		$\frac{1}{2}$		2	$\frac{1}{2}$	
Outpost, twisted, pair miles			2							

CAVALRY EQUIPMENT TABLES (MILITIA BUREAU)

Allowance of Cleaning Material — Six Months' Supply Quartermasters Property

Brushes: Scrubbing.....	1 per escort wagon.
Paint, 1-inch flat.....	1 per escort wagon, $\frac{1}{2}$ per M. G.
Paint, 3-inch flat.....	1 per escort wagon.
Sash No. 3.....	1 per 100 rifles, $\frac{1}{2}$ per M. G.
Cloth: Cotton flannel, 1 foot square.....	10 per 100 rifles; 20 per 100 rifles.
Crocus, quires.....	$\frac{1}{4}$ per 100 pistols; $\frac{1}{2}$ per escort wagon; $\frac{1}{6}$ per M. G.
Emery, No. 00, quires.....	$\frac{1}{2}$ per 100 rifles; $\frac{1}{2}$ per escort wagon; $\frac{1}{3}$ per M. G. Tr.
Emery, No. 1 $\frac{1}{2}$, quires.....	$\frac{1}{2}$ per escort wagon.
Compound: Cleaning (sal soda), lbs.....	1 per escort wagon.
Slushing, pints.....	2 per escort wagon.
Corks, rubber, for closing chamber.....	$\frac{1}{2}$ per rifle.
Cosmic, No. 80, soft, quarts.....	1 per 100 pistols; 2 per 100 rifles; $\frac{1}{2}$ per M. G.
Dryer, varnish, lbs.....	$\frac{1}{4}$ per escort wagon.
Metal-fouling solution: Ammonium per- sulphate, bottles.....	$\frac{1}{2}$ per M. G.; 10 per 100 rifles.
Sodium hydroxide, bottles.....	$\frac{1}{3}$ per M. G.; 2 per 100 rifles.
Lye, powdered, lbs.....	$\frac{1}{3}$ per M. G.
Oil: Gun, pints.....	$\frac{1}{2}$ per M. G., 1 per 100 pistols; 4 per 100 rifles.
Linseed, boiled, pints.....	$\frac{1}{2}$ per M. G.
Linseed, raw, pints.....	$\frac{1}{4}$ per M. G.; 2 per 100 rifles.
Lubricating, engine, pints.....	$\frac{1}{2}$ per M. G.
Neat's foot, pints.....	$\frac{1}{2}$ per M. G.; 2 per 100 pistols; 2 per 100 rifles; 40 per 100 saddles.
Slushing, light, pints.....	$\frac{1}{3}$ per M. G.
Paint, O. D., standard, gals.....	$\frac{1}{2}$ per escort wagon; $\frac{1}{3}$ per M. G.
Patches, cut, M.....	2 per 100 pistols; 3 per 100 rifles; $\frac{1}{3}$ per M. G.
Skins, chamois.....	$\frac{1}{3}$ per M. G.
Soap: Ordnance Standard; Specification: Saddle EN 272-0, lbs..	$\frac{1}{2}$ per M. G.; 1 per 100 pistols; 2 per 100 rifles; $1\frac{1}{2}$ per set of riding equipment.
White, Ordnance Standard.....	1 per 100 rifles; 1 per 100 pistols; 5 per 100 sets of personal equipment.
Specification: EH 246-0, lbs.....	
Soda Ash, Ordnance Specification EN 313-0.....	5 lbs. per 100 rifles; $\frac{1}{2}$ per M. G.
Sponges, 4-inch, Ordnance.....	
Specification EN 311-0.....	4 per 100 rifles; $\frac{1}{2}$ per M. G.
Turpentine, pints.....	$\frac{1}{3}$ per M. G.
Waste, white cotton, lbs.....	5 per 100 rifles; $\frac{1}{4}$ per M. G.

Allowance of Repair Material —

Leather: Bridle, backs.....	2 per 100 saddles.
Collar, backs.....	2 per 100 saddles.
Harness, black, pounds.....	2 per set of double harness.
Harness, fair, pounds.....	$\frac{3}{4}$ per set of riding equipment; 1 per pack outfit.
Latigo sides.....	2 per 100 set of riding outfit.
Rivets and burs, brass, lbs.....	
$\frac{3}{4}$ inch No. 12.....	$\frac{1}{2}$ per 100 sets of riding equipment.
$\frac{3}{4}$ inch No. 10.....	1 per 100 sets of riding equipment.
1 inch oval head.....	1 per 100 sets of riding equipment.
Threads: pounds: Carpet, No. 18 O. D.....	$\frac{1}{2}$ per 100 sets of riding equipment.
Saddlers No. 3 brown.....	$\frac{1}{2}$ per 100 sets of riding equipment.
Saddlers No. 10.....	$\frac{1}{2}$ per 100 sets of riding equipment.
Wax, saddler's, pounds.....	1 per 100 sets of riding equipment.

FIELD ARTILLERY, (75 mm) EQUIPMENT TABLES (M.B.)

Initial requisitions for material for 75 mm. batteries should be submitted as follows:

- (a) "One complete set ordnance equipment for a battery of 75 mm. (horse-drawn), including fire control equipment."

This in addition to the guns, caissons, carriages, limbers, battery and store wagons, and reel carts, includes the following:

- 2 machine guns, complete
- 8 automatic rifles, complete
- 86 pistols
- 86 holsters
- 86 pistol lanyards
- 326 magazines, pistol
- 3 kits, pistol cleaning
- 86 helmets, steel
- 1 reloading and cleaning outfit for a 75 mm. gun.
- 4 subcaliber and drill cartridges for a 75 mm. gun and the necessary spare parts and accessories for all carriages supplied.

- (b) A second requisition for "one complete set, topographical equipment (Engineer) for a battery 75 mm. and 1 compass, prismatic."

With the exception of the article mentioned above this requisition need not be itemized as the supplies furnished will be practically the same as the equipment listed in note 7, Circular No. 178, War Department, 1920.

- (c) A third requisition for "one complete set communication equipment (Signal) for a battery 75 mm. and 15 flashlights with bulbs and battery." This requisition need not be itemized except for the 15 flashlights, as it will be practically the same equipment as is listed in note 3, Circular No. 178, War Department, 1920.

- (d) A fourth requisition for quartermaster supplies as follows: (this requisition must be itemized):

- 1 cart, ration, complete with harness
- 1 cart, water, complete with harness
- 3 wagons, escort, complete with harness
- 14 harness, artillery, double, wheel sets
- 27 harness, artillery, double, lead sets
- 34 sets, riding equipment, complete
- 40 horsebrushes
- 40 currycombs
- 74 sets, spurs, pairs
- 74 sets, spurs, straps, pairs
- 82 bags, grain
- 82 bags, feed

- (e) A fifth requisition for Medical supplies as follows:

- 120 first aid packets
- 24 boxes, foot powder
- 2 litters with slings
- 15 tape, adhesive, spools

- (f) A sixth requisition for Signal supplies as follows:

"20 books, message, complete with pencils."

- (g) A seventh requisition for quartermaster supplies as follows:

"32 horses, light, artillery."

- (h) An eighth requisition for quartermaster supplies as follows:

"A three months' allowance of forage for 32 horses (substitute here the actual number of horses on hand.)" Attention is invited to Par. 985, National Guard Regulations, 1919, prescribing the allowance of Forage.

- (i) A ninth requisition as follows:

"1 complete set of instruction books and pamphlets for 75 mm. battery."

- (k) A tenth requisition as follows:

"6 months' supply of cleaning material (Q. M.)."

In addition to the above, itemized requisitions should be submitted for both the personal equipment authorized for the men and for the authorized basic allowance of organizational equipment. The authorized personal equipment and basic allowance for a battery of 75 mm. (horse-drawn), is shown herewith.

FIELD ARTILLERY (75 mm) EQUIPMENT TABLES (M. B.)

Quartermaster Property — Clothing

ARTICLES	Hdq. & Hdq. Bty. F. A. Brig. Inf. Div.	Arm. Train Inf. Div.	Service Bty. Reg.	Hdq., Hdq. Det. & C. T. Bn.	Hdq. & Hdq. Bty. Regt.	Battery.	BASIS OF ISSUE
Belts, waist.	45	70	105	90	50	120	1 per E. M.
*Breeches, service, cotton.	45	70	105	90	50	120	1 per E. M.
*Breeches, service, wool.	45	70	105	90	50	120	1 per E. M.
Chevrons, pairs and other sleeve insignia.							As authorized, 1 cotton (coat), 4 wool (overcoat, 2 shirts, O. D. coat, wool, 1 fatigue coat).
Cords, hat.	45	70	105	90	50	120	1 per E. M.
Coats, fatigue.	45	70	105	90	50	120	1 per E. M.
*Coats, service, cotton.	45	70	105	90	50	120	1 per E. M.
*Coats, service, wool.	45	70	105	90	50	120	1 per E. M.
Hats, service.	45	70	105	90	50	120	1 per E. M.
Hats, fatigue.	45	70	105	90	50	120	1 per E. M.
Laces, leggins, extra pair.	45	70	105	90	50	120	1 per E. M.
Laces, shoe, extra pair.	45	70	105	90	50	120	1 per E. M.
Leggins, canvas or spiral woolen, pair.	45	70	105	90	50	120	1 per E. M.
Ornaments, collar, bronze sets.	90	140	210	180	100	240	2 per E. M.
Overcoats.	45	68	105	85	50	120	1 per E. M.
Raincoats, mounted.	45	70	105	90	50	120	1 per E. M.
Shirts, flannel, o. d.	90	140	210	180	100	240	2 per E. M.
Shoes, pairs.	90	140	210	180	100	240	2 per E. M.
Trousers, fatigue.	45	70	105	90	50	120	1 per E. M.

*Two suits, cotton or wool, or one of each at discretion of Corps Area Commander.

Quartermaster Property — Individual Equipment

Bags, barrack.	45	70	105	90	50	120	1 per E. M.
Bags, musette.	10	3	4	7	8	4	
Belt, cartridge for pistol.	45	75	110	95	50	120	1 per individual.
(a) Bedsack.	45	70	110	95	50	120	1 per E. M.
Blankets, O. D.	90	140	210	180	100	240	2 per E. M.
Canteens.	55	70	110	95	55	120	1 per individual.
Cover, canteen, mounted.	55	75	8	40	40	120	1 per mounted individual.
Cover, canteen, dismounted.			100	55	15		1 per dismounted individual.
Cups.	55	75	105	95	55	120	1 per individual.
Forks.	55	75	105	95	55	120	do.
Haversacks.	25	70	100	55	20	90	do.
Knives.	55	75	105	95	55	120	do.
Meat Cans.	55	75	110	95	55	120	do.
Pins, tent, shelter.	285	500	800	700	400	800	5 per E. M., 10 per officer and war- ant officer.
Poles, tent, shelter.	50	80	120	100	60	120	1 per E. M.
Pouches, first aid packets.	55	70	110	95	55	120	1 per individual.
Spoons.	55	75	110	95	55	120	do.
Tags, identification.	110	150	220	200	110	240	2 per individual.
Tape for identification tags, yards.	55	75	110	100	55	120	1 per individual.
Tent, shelter half.	50	80	120	100	60	120	1 per E. M. and officer.

Quartermaster Property — Special Individual Equipment

(b) Bugles, complete with sling.	1	1	2	2	...	2	For buglers and bugler sergeant.
(b) Carrier, wire cutter.	10	6	5	12	10	12	1 to each 1st sgt., stable sgt., bug- ler, agent and member of pioneer platoon and to each corporal except bandsmen.
(b) Cutter, wire.	10	6	5	12	10	12	1 per bandsman.
Music stand.			31				2 to each officer and each E. M. armed with pistol.
Pocket, magazine web, double.	110	140	220	190		240	1 per bandsman.
Pouch, music.			31				1 per mounted individual. See Note 1.
Riding equipment, sets.	31	5	12	40	33	34	
Set, consisting of 1 horse brush, 1 curry- comb.	31	5	12	40	33	40	1 per mounted individual.
Spurs, pairs.	31	5	12	40	33	74	do.
Straps, spur, sets.	31	5	12	40	33	74	1 to battalion headquarters.
Whistles, battalion commanders.	1				1		1 to each company.
Company commanders.	1	1	1	1	1	1	2 to each platoon.
Thunderer.	10	8	14	12	10	15	

FIELD ARTILLERY (75 mm) EQUIPMENT TABLES (M. B.)

Quartermaster Property — Organization Equipment

ARTICLES	Hdq. & Hdq. Bty. Brigade.	Amm. Train Inf. Div.	Service Bty.	Hdq. Bn.	Hdq. Regt.	Firing Bty.	BASIS OF ISSUE
Axes, with helvcs.	2	2	2	2	1	2	Kitchen.
Bags, water, sterilising.	1	1	2	1	1	2	
Brushes, marking.	1	1	1	1	1	1	Kitchen.
Buckets, G. I.	2	2	3	2	2	2	Kitchen.
Cans: G. I. Garbage.	1	1	2	2	1	2	
Night Urinal.	1	1	2	2	2	2	
Desks, field, company, complete.	1	1	1	1	1	1	
Desks, field, regiment, complete.	1	1	1	1	2	1	* 1 for supply officer.
Guidon.	1	1	1	1	1	1	
Instruments, band, sets.	1	1	1	1	1	1	
Lanterns, complete.	3	3	3	3	3	3	
Outfit, marking, leather.	1	1	1	1	1	1	
Outfit, marking, metal.	1	1	1	1	1	1	
Pickaxes, with helvcs.	2	2	2	2	2	2	
Pots, marking.	1	1	1	1	1	1	
Powder, hydrochloride of lime, tubes.	100	100	100	100	100	100	
Ranges, field, No. 1.	1	1	1	1	1	1	
Shovels, short handled.	2	2	2	2	2	2	
(b) Stoves, tent, complete.	20	13	17	22	21	20	
Tags, personal equipment M 1919.	1000	1000	2000	1000	600	1600	Approximately 10 per individual.
Tents:							
(b) Fly, wall, large.	1	1	1	1	1	1	1 per kitchen.
(b) Fly, wall, small.	1	1	1	1	1	1	
(b) Pyramidal, complete.	9	11	15	14	12	17	1 per squad, 2 per co., 3 for regt. hqrs. (Guard).
(b) Storage, complete.	1	1	2	1	1	1	For supply officer.
(b) Wall, large, complete.	3	3	3	1	2	3	For Brigade, regtl. and bn. hdqrs.
(b) Wall, small, complete.	8	2	2	7	7	3	2 per general officer; 1 per field officer and captain, 1 to each 2 lieutenants.
Tools:							
Band repair set.	1	1	1	1	1	1	
Horseshoer's set.	1	1	1	1	1	1	
Saddler's set.	1	1	1	1	1	1	
Typewriters.	2	1	2	1	1	1	1 per co., 2 per brig. hdqrs.; 1 for supply officer.
Wagon, escort.	1	1	27	* 1	* 1	* 1	* To be issued to companies not at same station as Service Co. To be issued to Service Co. for cos. at its station.

(b) To be issued to organizations or States or kept in storage at discretion of Corps Area Commander

Medical Property

First aid packets.	55	70	110	95	50	120	1 per individual.
Foot Powder, boxes.	8	8	14	12	6	5	1 per squad.
Adhesive plaster, Z. O. spools.	8	8	14	12	6	5	1 per squad.
Litters with sling.	1	1	2	1	1	2	

Engineer Property

Compass, prismatic with case.	1	1	1	1	1	1	
Compass, watch.	7	9	10	10	5	15	1 to N. C. O. down to and including sergeant.

FIELD ARTILLERY (455 mm. Howitzer) EQUIPMENT TABLES (M. B.)

Initial Requisitions for 155 MM. Howitzer Battery

(This form with appropriate changes (*i.e.*, substituting Service Battery or Headquarters Battery, etc., for Battery 155 mm. Howitzer) can be used for all organizations of a Corps Artillery Brigade, except the 155 mm. Gun Regiment.)

Initial requisitions for material for 155 mm. Howitzer batteries should be submitted as follows:

- (a) "One complete set ordnance equipment for a battery of 155 mm. Howitzer (motor-drawn) including fire control equipment."

This in addition to the 4 howitzers, 12 caissons, 4 howitzer carriages, 4 howitzer carriage, limbers, and reel cart, includes the following:

- 14 5 ton tractors
- 1 Light repair truck
- 1 Artillery Supply truck (Lead A)
- 1 1 ½ ton anti-aircraft Trailer
- 2 Machine Guns, complete
- 8 Automatic rifles, complete
- 86 Pistols
- 86 Holsters
- 86 Pistol Lanyards
- 326 Magazines, pistol
- 3 Kits, pistol cleaning
- 86 Helmets, steel
- 8,000 Rounds Cal. .30 ball ammunition
- 2,000 Rounds Cal. .45 pistol ball cartridges
- 1 Shell sectionalized, 155 howitzer
- 1 Shrapnel sectionalized, 155 howitzer
- 4 Projectiles, dummy 155 howitzer
- 4 Charges, powder dummy, 155 howitzer
- 1 Board fuze, sectionalized and the necessary spare parts and accessories for all carriage supplies.

(b) A second requisition for "one complete set, topographical" equipment (Engineer) for a battery 155 mm. howitzer, compass, prismatic and compasses, watch, as listed in following tables.

With the exception of the compasses mentioned above this requisition need not be itemized as the supplies furnished will be practically the same as the equipment listed in Note 7, Circular No. 179, War Department, 1920.

(c) A third requisition for "one complete set communication equipment" (signal) for a battery 155 mm. howitzer, 15 flashlights with bulbs and battery, and 20 books, field message, complete with pencils. This requisition need not be itemized except for the 15 flashlights and 20 books as it will be practically the same equipment as is listed in Note 3, Circular No. 179, War Department, 1920.

(d) A fourth requisition for quartermaster supplies as follows (this requisition must be itemized).

- 1 Trailer, kitchen
- 1 Trailer, water

(e) A fifth requisition for Medical supplies as listed in following table:

(f) A sixth requisition for Quartermaster supplies, as follows:

"A three months' allowance of gasoline, oils, etc."

(g) A seventh requisition as follows:

"One complete set of instruction books and pamphlets for 155 mm. Howitzer battery."

(h) An eighth requisition as follows:

"Six months' supply of cleaning material (Q. M.)."

In addition to the above, itemized requisitions should be submitted for both the personal equipment authorized for the men and for the authorized basic allowance of organizational equipment. The authorized personal equipment and basic allowance for organizations of a Corps Artillery brigade except 155 mm. Gun regiment is shown herewith.

FIELD ARTILLERY (155 mm. Howitzer) EQUIPMENT TABLES (M. B.)

Quartermaster Property — Clothing

ARTICLES	Hdq. & Hdq. Bty. Corps Art. Brig.	Amm. Tn. Corps Art. Brig. Motor	Service Bty. Reg. (Motor)	Hdq. Hdq. Det. & C.T. Bn. (Motor)	Hdq. & Hdq. Bty. Regt. (Motor)	Battery (Motor)	BASIS OF ISSUE
Belts, waist.	45	70	100	80	65	120	1 per E. M.
*Breeches, service, cotton.	45	70	100	80	65	120	1 per E. M.
*Breeches, service, wool.	45	70	100	80	65	120	1 per E. M.
Chevrons, pairs and other sleeve insignia	As authorized, 1 cotton (coat), 4 wool (overcoats, 2 shirts O. D. coat, wool, 1 fatigue coat).
Cords, hat.	45	70	100	80	65	120	1 per E. M.
Coats, fatigue, denim.	45	70	100	80	65	120	1 per E. M.
*Coats, service, cotton.	45	70	100	80	65	120	1 per E. M.
*Coats, service, wool.	45	70	100	80	65	120	1 per E. M.
Hats, service.	45	70	100	80	65	120	1 per E. M.
Hats, fatigue, denim.	45	70	100	80	65	120	1 per E. M.
Laces, leggins, extra, pair.	45	70	100	80	65	120	1 per E. M.
Laces, shoe, extra pair.	45	70	100	80	65	120	1 per E. M.
Leggins, canvas or spiral, woollen, pair	45	70	100	80	65	120	1 per E. M.
Ornaments, collar, bronze, sets.	90	140	200	160	130	240	2 per E. M.
Overcoats.	45	68	100	80	65	120	1 per E. M.
Raincoats, mounted.	45	70	100	80	65	120	1 per E. M.
Shirts, flannel, O. D.	90	140	200	160	130	240	2 per E. M.
Shoes, pairs.	90	140	200	160	130	240	2 per E. M.
Trousers, fatigue, denim.	45	70	100	80	65	120	1 per E. M.

*Two suits, cotton or wool or one of each at discretion of Corps Area Commander. Sizes for clothing, shoes, etc., should always be stated in requisition.

Quartermaster Property — Individual Equipment

Bags, barrack.	45	70	100	80	65	120	1 per E. M.
Bags, musette.	10	3	5	7	8	4	
Belt, cartridge for pistol.	55	70	100	85	70	120	1 per individual.
(a) Bedsack.	45	70	100	80	65	120	1 per E. M.
Blankets, O. D.	90	140	200	160	130	240	2 per E. M.
Canteens.	55	70	105	85	70	120	1 per individual.
Cover, canteen, dismounted.	55	75	105	85	70	120	1 per dismounted individual.
Cups.	55	75	105	85	70	120	1 per individual.
Forks.	55	75	105	85	70	120	do.
Haversacks.	45	70	100	80	65	120	do.
Knives.	55	75	105	85	70	120	do.
Meat Cans.	55	75	105	85	70	120	do.
Pins, tent, shelter.	400	400	800	700	800	800	5 per E. M., 10 per officer and war- rant officer.
Poles, tent, shelter.	70	90	120	100	80	130	1 per E. M.
Pouches, first aid packets.	55	70	105	85	65	120	1 per individual.
Spoons.	55	75	105	85	70	120	do.
Tags, identification.	110	150	220	200	140	240	2 per individual.
Tape for identification tags, yards.	55	75	110	100	70	120	1 per individual.
Tent, shelter half.	70	90	120	100	80	130	1 per E. M. and officer.

Quartermaster Property — Special Equipment

(b) Bugles, complete with sling.	1	1	2	2	1	2	For buglers and bugler sergeant.
(b) Carrier, wire cutter.	11	5	11	8	10	11	{ 1 to each 1st sergeant. bugler agent.
(b) Cutter, wire.	11	5	11	8	10	11	1 per bandsman.
Music stand.	31	2 to each officer and each E. M. armed with pistol.
Pocket, magazine web, double.	110	140	210	170	240	1 per bandsman.
Pouch, music.	31	1 to each field officer.
Whistles, battalion commanders.	2	2	1 to each lieutenant and sergeant.
Thunderer.	15	8	18	14	15	15	1 to each company.
Company Commanders.	1	1	1	1	1	1	

FIELD ARTILLERY (155 mm. HOWITZER) EQUIPMENT TABLES (M. B.)

Quartermaster Property — Organization Equipment

ARTICLES	Hdq. Corps Art. Brig.	Amm. Train Art. Brig.	Service Bty.	Hdq. Bn.	Hdq. Regt.	Bty. (Motor)	BASIS OF ISSUE
Axes, with helvcs.	2	2	2	2	2	2	Kitchen.
Bags, water, sterilizing.	1	1	2	1	1	2	
Brushes, marking.	1	1	1	1	1	1	Kitchen.
Buckets, G. I.	2	2	3	2	2	2	Kitchen.
Cans, G. I. Garbage.	1	2	2	2	2	2	Kitchen.
Night Urinal.	1	1	2	2	2	2	
Desks, field, co. complete.	1	1	1	1	1	1	
Desks, field, reg. complete.			*1	1	2		*1 for supply officer.
Guidon.	1	1	1	1	1	1	
Instruments, band, sets.			1				
Lanterns, complete.	3	3	3	3	3	3	
Outfit, marking, leather.	1	1	1	1	1	1	
Outfit, marking, metal.	1	1	1	1	1	1	
Pickaxes, with helvcs.	2	2	2	2	2	2	
Pots, marking.	1	1	1	1	1	1	
Powder, hydrochloride of lime, tubes.	100	100	100	100	100	100	
Ranges, field, No. 1.	1	1					
Shovels, short handled.	2	2	2	2	2	2	
(b) Stoves, tent, complete.	20	13	17	21	22	20	
Tags, personal equipment M 1919.	1000	1000	2000	1000	600	1600	Approximately 10 per individual.
Tents:							
(b) Fly, wall, large.	1	1	1	1	1	1	1 per kitchen.
(b) Fly, wall, small.							
(b) Pyramidal, complete.	8	11	15	14	13	17	1 per squad; 2 per co.; 3 for regt. hdqrs. (Guard).
(b) Storage, complete.			2				For supply officer.
(b) Wall, large, complete.	3			1	2		For Brigade Regtl. and Bn. Hdqrs.
(b) Wall, small, complete.	8	2	3	6	5	3	2 per general officer, 1 per field officer and captain; 1 to each 2 lieutenants.
Tools:							
Band repair set.			1				
Typewriters.	2	1	2	1	3	1	1 per co.; 2 per brig. hdqrs.: 1 for supply officer.

(b) To be issued to organizations or States or kept in storage at discretion of Corps Area Commander.

Medical Property

First aid packets.	55	70	105	85	70	120	1 per individual.
Foot powder, boxes.	8	8	14	12	7	15	1 per squad.
Adhesive plaster, Z. O. spools.	8	8	14	12	7	15	1 per squad.
Litters with sling.	1	1	2	1	1	2	

Engineer Property

Compasses, prismatic, with case.	1	1	1	1	1	1	
Compass, watch.	7	5		8	10	11	1 to N. C. O. down to and including sergeant.

FIELD ARTILLERY (155 mm. GUN) EQUIPMENT TABLES (M. B.)

Initial inquisitions for material for 155 mm, gun batteries should be submitted as follows:

(a) "One complete set ordnance equipment for a battery for 155 mm. gun (motor-drawn), including fire control equipment."

This includes the following:

Fire Control Equipment for 155 mm. Guns

(This must be itemized for Battalion Headquarters and Headquarters Battery,)

ITEM	Battery	Battalion Head- Quarters	Head- Quarters Battery
Aiming post, complete.....	8
Azimuth Instrument, M1918, complete.....	2	2	..
Azimuth Instrument, periscopic, complete.....	1	1	..
Batteries, field artillery flashlight, spare.....	2	6	..
Board, firing, M1918. 20" x 30".....	1
*Board, firing, 30" x 45".....	1	1	1
Bulbs, flashlight, 2.7 volt, Mazda, oval, spare.....	2	6	..
**Circle, aiming, M1916, complete.....	1	1	..
Compass, prismatic, M1918, complete.....	2
***Device, computing, range, Wilson.....	1	..	2
***Board, Deviation, Unkle.....	1
Flashlight, mobile artillery, w. hood complete.....	2	6	..
Tables, range for 155 mm. gun.....	2	8	2
Telescope, B. C., M1915, complete.....	..	2	1
****Thermometers, grad. in Fahrenheit.....	2

- 1 10-ton tractor
- 1 5-ton tractor
- 1 Light repair truck
- 2 Machine guns, complete
- 8 Automatic rifles, complete
- 118 Revolvers, cal. .45 M 1917
- 118 Holsters
- 118 Lanyards
- 118 Helmets, steel
- 7500 Rounds cal. .30 ball ammunition
- 2400 Rounds cal. .45 pistol ball cartridges
- 1 Shell, sectionalized, 155 gun
- 1 Shrapnel, sectionalized, 155 gun
- 1 Projectile, dummy, 155 gun
- 1 Charge, powder dummy, 155 gun
- 1 Board fuze, sectionalized
- 1 Reel and Cart
- 1 Trailer, anti-aircraft
- 1 Gun, 155 mm., M 1918 MI
- 1 Carriage for 155 mm. gun M 1918 MI
- 1 Limber for 155 mm. gun M 1918 MI
- Tools and accessories for one gun and carriage, as per drawing 27-22-16
- 4 Sights, panoramic, M 1917
- 4 Sights, peep, M 1916
- 4 Sights, quadrant, M 1918 complete
- 4 Extensions, panoramic, sight

*None yet available; under design and procurement.

**French aiming circles are authorized. The M1916 instrument is, however, being supplied National Guard organizations.

***Under procurement.

****Pending the removal of Thermometers from equipment lists, none are being issued.

(b) A second requisition for "one complete set, topographical equipment (Engineer) for a battery 155 mm. gun, compass prismatic and compasses watch as listed in following table.

With the exception of the compasses mentioned above this requisition need not be itemized as the supplies furnished will be the same as the equipment listed in Circular No. 373, War Department, 1920, pages 4 and 5.

(c) A third and fourth requisition for "one complete set communication equipment (Signal) for a battery 155 mm. gun, 15 flashlights with bulbs and battery, and 20 books, field message, complete with pencils. The third and fourth requisitions should contain the following articles:

Third Requisition — Signal Corps Property

- 1 Bag, tool service, complete
- 28 Batteries, type BA-1
- 16 Batteries, type BA-11
- 12 Clips, Frankel, testing
- 8 Cords, switchboard, monocord type
- 1 Grip Buffalo, with pulleys for
- 2 Guardsman's Equipment, Type TE-23, sets
- 6 Headsets, telephone
- 1,000 Insulators, wooden knobs
- 4 Kits, Inspector, pocket
- 1 Kit, soldering
- 2 Linesman equipment
- 5 Marlin, pounds
- 2 Megaphones
- 2 Pliers, diagonal, cutting
- 2 Pliers, long oval nose, 5 inch
- 12 Rods, ground type GP-16
- 2 Signal lamps, Type EE 7
- 2 Staples, Blake, insulated No. 5 gross
- 2 Strips, terminal, 10 pair
- Switchboards, Signal Corps
- 4 Type BD9 (4 line)
- 2 Switchboard units, type EE2
- 5 Tape, friction, lbs.
- 2 ½ Tape rubber, lbs.
- 12 Telephones, Type EE4 (comp. model)
- 1 Volt-ammeter battery 0-35 amperes, 0-11 volts
- 10 Wire, field, twisted pair, 11 strand, type W-40, miles
- 5 Wire, outpost, twisted pair, miles
- 1 Wire, outside distributing, twisted pair No. 17, miles

Fourth Requisition — Quartermaster Property (Communication Equipment)

- 2 Axes, hand with helve, 4 pound
- 2 Hammers, claw
- 2 Hammers, sledge, 8 pound
- 20 Nails, 20d, pounds
- 1 Saw, hand cross cut, 26 inch, 8 point
- 2 Screwdrivers, cabinet type
- 2 Shovels, short-handled, round point

These articles are taken from Section VII, Circular 373, War Department, 1920. By consulting this section the proper number of articles to be requisitioned for other unit of a 155 mm. gun regiment can be found.

(d) A fifth requisition for quartermaster supplies as follows: (this requisition must be itemized):

- 1 Trailer, kitchen
- 1 Trailer, water

(e) A sixth requisition for Medical supplies as listed in the following table:

(f) A seventh requisition for Quartermaster supplies, as follows:

"A three months' allowance of gasoline, oils, etc."

(g) An eighth requisition as follows:

"One complete set of instruction books and pamphlets for 155 mm. gun battery."

(h) A ninth requisition as follows:

"Six months' supply of cleaning material (Q. M.)."

In addition to the above, itemized requisitions should be submitted for both the personal equipment authorized for the men and for the authorized basic allowance of organizational equipment. The authorized personal equipment and basic allowance for organizations of a 155 mm. Gun Regiment is shown herewith.

FIELD ARTILLERY (155 mm. GUN) EQUIPMENT TABLES (M. B.)

Quartermaster Property — Clothing

ARTICLES	Service Bty. Reg. (Motor)	Hdq. Hdq. Det. & C. T. Bn. (Motor)	Hdq. & Hdq. Bty. Regt. (Motor)	Bty. (Motor)	BASIS OF ISSUE
Belts, waist.....	100	80	65	120	1 per E. M.
*Breeches, service, cotton.....	100	80	65	120	1 per E. M.
*Breeches, service, wool.....	100	80	65	120	1 per E. M.
Chevrons, pairs, and other sleeve insignia.....					As authorized: 1 cotton (coat); 5 wool (overcoat); 2 shirts, O. D.; 1 coat, wool, 1 fatigue coat).
Cords, hat.....	100	80	65	120	1 per E. M.
Coats, fatigue, denim.....	100	80	65	120	1 per E. M.
*Coats, service, cotton.....	100	80	65	120	1 per E. M.
*Coats, service, wool.....	100	80	65	120	1 per E. M.
Hats, service.....	100	80	65	120	1 per E. M.
Hats, fatigue, denim.....	100	80	65	120	1 per E. M.
Laces, leggins, extra, pair.....	100	80	65	120	1 per E. M.
Laces, shoe, extra pair.....	100	80	65	120	1 per E. M.
Leggins, canvas or spiral woolen, pair.....	100	80	65	120	1 per E. M.
Ornaments, collar, bronze, sets.....	200	160	130	240	2 per E. M.
Overcoats.....	100	80	65	120	1 per E. M.
Raincoats, mounted.....	100	80	65	120	1 per E. M.
Shirts, flannel, O. D.....	200	160	130	240	2 per E. M.
Shoes, pairs.....	200	160	130	240	2 per E. M.
Trousers, fatigue, denim.....	100	80	65	120	1 per E. M.

*Two suits, cotton or wool or one of each at discretion of Corps Area Commander. Sizes for clothing, shoes, etc., should always be stated in requisition.

Quartermaster Property — Individual Equipment

Bags, barrack.....	100	80	65	120	1 per E. M.
Beit cartridge, for revolver.....	105	85	70	120	1 per individual.
(a) Bedsack.....	100	80	65	120	1 per E. M.
Blankets, O. D.....	200	160	130	240	2 per E. M.
Canteens.....	105	85	70	120	1 per individual.
Cover, canteen, dismounted.....	105	85	70	120	1 per dismounted individual.
Cups.....	105	85	70	120	1 per individual.
Forks.....	105	85	70	120	do.
Haversacks.....	100	80	65	120	do.
Knives.....	105	85	70	120	do.
Meat cans.....	105	85	70	120	do.
Pins, tent, shelter.....	800	700	800	800	5 per E. M., 10 per officer and warrant officer.
Poles, tent, shelter.....	120	100	80	130	1 per E. M.
Pouches, first aid packets.....	105	85	65	120	1 per individual.
Spoons.....	105	85	70	120	do.
Tags, identification.....	220	200	140	240	2 per individual.
Tape for identification tags, yards.....	110	100	70	120	1 per individual.
Tent, shelter half.....	120	100	80	130	1 per E. M. and officer.

Quartermaster Property — Special for the Individual

(b) Bugles, complete, with sling.....	1	2	1	2	For buglers and bugler sergeants.
(b) Carrier, wire cutter.....	4	8	10	11	1 to each 1st sergeant bugler agent.
(b) Cutter, wire.....	4	8	10	11	
Music stand.....			31		1 per bandsman.
Pocket, clip, cal. .45 revolver.....	210	170		240	2 to each officer and each E. M. armed with revolver.
Pouch, music.....	31				1 per bandsman.
Whistles, Battalion Commanders.....			2		1 to each field officer.
Thunderer.....	15	14	15	15	1 to each lieutenant and sergeant.
Company Commanders.....	1	1	1	1	1 to each company.

FIELD ARTILLERY (155 mm. GUN) EQUIPMENT TABLES (M. B.)

Quartermaster Property — Organization Equipment

ARTICLES	Service Bty.	Hdq. Bn.	Hdq. Regt.	Battery.	BASIS OF ISSUE
Axes, with helvcs.	2	2	2	2	Kitchen.
Bags, water, sterilizing.	3	1	1	3	
Brushes, marking.	1	1	1	1	
Buckets, G. I.	3	3	3	3	
Cans, G. I. Garbage.	3	3	3	3	Kitchen.
Night Urinal.	3	3	3	3	
Desks, field, co., complete.	1	1	1	1	
Desks, field, reg. complete.	*1	1	2	1	*1 for supply officer.
Guidon.	1	1	1	1	
Instruments, band, sets.	1	1	1	1	
Lanterns, complete.	3	3	3	3	
Outfit, marking, leather.	1	1	1	1	
Outfit, marking, metal.	1	1	1	1	
Pickaxes, with helvcs.	2	2	2	2	
Pots, marking.	1	1	1	1	
Powder, hydrochloride of lime, tubes.	100	100	100	100	
Shovels, short handled.	2	2	2	2	
(b) Stoves, tent, complete.	17	21	22	20	
Tags, personal equipment M 1919.	2000	1000	600	1600	Approximately 10 per individual.
Tents:					
(b) Fly, wall, large.	1	1	1	1	
(b) Fly, wall, small.	15	14	13	17	1 per squad, 2 per Co., 3 for regt. hdqrs. (Guard).
(b) Pyramidal, complete.	2	1	2	1	For supply officer.
(b) Storage, complete.	3	6	5	3	For Brigade, Regtl. and Bn. Hdqrs.
(b) Wall, large, complete.	3	6	5	3	2 per general officer, 1 per field officer and captain, 1 to each 2 lieutenants.
(b) Wall, small, complete.	3	6	5	3	
Tools:					
Band repair set.	1	1	1	1	
Typewriters.	2	1	3	1	1 per co., 2 per Brig. Hdqrs., 1 for supply officer.

(b) To be issued to organizations or States or kept in storage at discretion of Corps Area Commander.

Medical Property

First aid packets.	105	85	70	120	1 per individual.
Foot powder, boxes.	14	12	7	15	1 per squad.
Adhesive plaster, Z. O. spools.	14	12	7	15	
Litters with sling.	2	1	1	2	

Engineer Property

Compasses, prismatic, with case.	1	1	1	1	
Compass, watch.	8	10	11	11	1 to N. C. O. down to and including sergeant.

ENGINEER EQUIPMENT TABLES (MILITIA BUREAU)

Individual equipment to be issued to personnel of corps and divisional engineer regiments.

Compass, marching.	1	For master, tech., and staff sergeants.
Pistols.	1	For officers, and N. C. O.'s above grade of corporal: buglers; enlisted bandsmen; cooks; and all at- tached personnel except officers and enlisted men of medical detachment.
Pliers, side-cutting.	1	For each corporal.
Rifles.	1	For corporals and all privates, 1st cl., and privates not armed with pistol except attached medical troops.
Rule, 4-ft., folding.	1	For master, tech., and staff sergeants, and sergeants.
Tape, 50-foot, metallic.	1	For master and technical sergeants.

Organizational equipment for divisional engineer regiments

Animals: Issued in accordance with needs of organization and stable facilities available; maximum number authorized shown in T. O. 64P, 68P, 164P, 168P and 169P.

Automobile, pull-out block.	1 per motor truck.
Blacksmith's equipment: Tools, machine, blacksmith's set.	1 per lettered company.
Carpentry equipment: Company reserve, set.	1 per lettered company.
Field, set.	4 per lettered company.
Demolition equipment: Company reserve, set.	1 per lettered company.
Field, set.	4 per lettered company.
Drafting equipment: Company.	1 per lettered company.
Regimental.	1 per regiment (headquarters company).
Foot-bridge, Lampert, portable.	1 per regiment.
(to be secured locally whenever possible)	
Map reproducing equipment:	
Blue printing.	1 per regiment (headquarters company).
Cyclostyle.	do.
Duplicator.	do.
Lithographic.	do.
Office equipment, company.	1 per lettered company and headquarters company.
Photographic equipment, company.	1 per lettered company
Regimental.	1 per regiment (headquarters company).
Pioneer equipment:	
Company reserve, set.	1 per lettered company
Field, set.	4 per lettered company.
Pipe-fitting tools.	1 per lettered company and headquarters company.
Reconnaissance equipment.	1 per regiment (headquarters company).
Rifles, automatic, complete.	4 per lettered company, division, regiment, (see T. O. for other units).
Signal equipment, set.	1 per regiment (headquarters company).
Sign-painting equipment.	1 per lettered company, 3 per headquarters company.
Sketching outfits.	4 per lettered company
Surveying equipment.	1 per regiment (headquarters company).
Tinsmith's equipment.	1 per lettered company and headquarters company.

Transportation: issued in accordance with needs of organization and storage facilities available; maximum amount authorized shown in T. O. 64P, 68P, 164P, 168P and 169P.

NOTE: Information as to composition of above sets of equipment is furnished in W. D. Cir. 445, 1919

COAST ARTILLERY (FIXED DEFENSES) EQUIPMENT TABLES (MILITIA BUREAU)

Quartermaster Property — Clothing

ARTICLES	Headquarters Detachment.	Company.	BASIS OF ISSUE
			(a) Two suits, cotton or wool or one of each at discretion of Corps Area Commander. (b) To be issued to organizations or States or kept in storage at discretion of Corps Area Commanders
Belts waist.....	97	1 per E. M.	
(a) Breeches, service, cotton.....	97	1 per E. M.	
(a) Breeches, service, wool.....	97	1 per E. M.	
Chevrons, pairs and other sleeve insignia.....	97	As authorized: 1 cotton (coat); 4 wool (overcoat, 2 shirts, O. D. coat, wool) and fatigue coat.	
Coats, fatigue.....	97	1 per E. M.	
(a) Coats, service, cotton.....	97	1 per E. M.	
(a) Coats, service, wool.....	97	1 per E. M.	
Cords, hat.....	97	1 per E. M.	
Hats, service.....	97	1 per E. M.	
Hats, fatigue.....	97	1 per E. M.	
Laces, leggins, extra pair.....	97	1 per E. M.	
Laces, shoe, extra pair.....	97	1 per E. M.	
Leggins, canvas or spiral woolen, pair.....	97	1 per E. M.	
Ornaments, collar, bronze sets.....	194	2 per E. M.	
Overcoats.....	97	1 per E. M.	
Raincoats, dismounted.....	97	1 per E. M.	
Shirts, flannel, O. D.....	194	2 per E. M.	
Shoes, pairs.....	194	2 per E. M.	
Trousers, fatigue.....	97	1 per E. M.	

Quartermaster Property — Individual Equipment

Bags, barrack.....	97	1 per E. M.	
Baton.....	1	For Drum major.	
Belt, cartridge for pistol.....	8	1 per individual armed with pistol.	
Belt, cartridge, cal. .30 dismounted.....	92	1 per E. M., armed with rifle.	
(b) Bedsack.....	97	1 per E. M.	
Blankets, O. D.....	194	2 per E. M.	
Bugles, complete with sling.....	2	For buglers and bugler sergeant.	
Canteens.....	100	1 per individual.	
Carriers pack.....	97	1 per E. M.	
Covers, canteen dismounted.....	100	1 per individual.	
Cups.....	100	1 per individual.	
Forks.....	100	do.	
Haversacks, Infantry.....	100	do.	
Knives.....	100	do.	
Meat cans.....	100	do.	
Music Stand.....	1	1 per bandsman.	
Pins, tent, shelter.....	515	5 per E. M., 10 per officer and warrant officer.	
Poles, tent, shelter.....	103	1 per E. M., 2 per officer and warrant officer.	
Pocket, magazine web double.....	13	1 to each officer, 2 to each E. M., armed with pistol.	
Pouch, music.....	100	1 per bandsman.	
Pouches for first-aid packets.....	100	1 per individual.	
Spoons.....	100	do.	
Tags, identification.....	200	2 per individual.	
Tape for identification tags, yards.....	100	1 per individual.	
Tent, shelter half.....	103	1 per E. M., 2 per officer and warrant officer.	
Whistles: Battalion Commanders.....	1	1 to battalion headquarters.	
Company Commanders.....	1	1 to each company.	
Thunderer.....	4	2 to each platoon.	

NOTE 1: The strength of the Headquarters Detachment varies according to the number of companies. It is given in the Tables of Organization, National Guard, issued by the Militia Bureau and dated April 26, 1921. The clothing and individual equipment requirements can be computed on the basis of the enlisted strength of the detachment. Noncommissioned officers of Grades 1, 2 and 3, cooks and buglers and bandsmen are armed with the pistol only.

COAST ARTILLERY (FIXED DEF.) EQUIPMENT TABLES (M. B.)

Quartermaster Property — Organization Equipment

	Hdqs. Det. for C. D. C. of 3-5 Companies.	Hdqs. Det. for C. D. C. of 6 or more companies	Company.	
Axes, with helve.	1	1	1	Kitchen.
Bags, water, sterilizing.	1	1	1	
Brushes, marking.	1	1	1	
Buckets, G. I.	3	3	3	Kitchen.
Cans, G. I., Garbage.	2	2	2	Kitchen.
Night Urinal.	2	2	2	
Chests, commissary.	1	1		For Supply Officer.
Colors, national, silk, complete.		1		
Colors, national service, complete.	1			
Colors, regimental, silk, complete.		1		
Desks, field, company, complete.	1	1	1	
Desks, field, regimental, complete.	2	*3		*1 for supply officer.
Flag, distinguishing with staff.	1	1	1	
Instruments, band, sets.		1		
Lanterns, complete.	3	5	3	
Outfit, marking, metal.	1	1	1	
Pickaxes, with helves.	2	2	2	
Pots, marking.	1	1	1	
Powder, lime, tubes.	100	100	100	(hypochlorite).
Ranges, field No. 1.		1	1	
Ranges, field No. 2.	1			
Shovels, short handled.	2	2	2	
Slings, color O. D.		2		For color sergeants.
Stretchers, shoe.	1	1	1	
Tags, personal equipment M-1919.	1000	2000	2000	Approximately 20 per individual.
Tents:				
(b) Fly, wall, large complete with poles and pins.	1	1	1	1 per kitchen.
(b) Pyramidal, complete with poles, pins, ropes and hood.			14	1 per squad, 2 per co., 3 for regt. hdqrs. (Guard).
(b) Storage, complete with poles, pins, ropes and fly.	1	2		For Supply Officer.
(b) Wall, large, complete with poles, pins, ropes and fly.	1	2		For Headquarters.
(b) Wall, small, complete with poles, pins, ropes and fly.			2	1 per field officer and captain, 1 to each 2 lieutenants.
Tools:				
Band repair set.		1		
Typewriters.	2	3	1	1 per co., 1 for supply officer.
Cleaning Materials, Six Months Supply				
Cloth, cotton flannel, foot square.	5	10	8	
Crocus, quires.	1/8	1/8	1/8	
Emery, quires No. 00.	1/8	1/8	1/8	
Corks, rubber for closing chambers.	10	30	40	
Cosmic No. 80 soft, quarts.	1	1	1	
Metal fouling solution:				
Ammonium persulphate, bottles.	2	10	10	
Sodium Hydroxide, bottles.	1	3	3	
Oil, gun, pints.	1	1	1	
Patches cut, M.	2	5	5	
Waste, cotton, pounds.	2	4	5	

COAST ARTILLERY (FIXED DEF.) EQUIPMENT TABLES (M. B.)

Ordnance Property

	Headquarters	Company	
Bayonet.....	92		1 per E. M. armed with rifle.
Bayonet scabbard.....	92		
Brush, thong, U. S. Rifle, cal. .30.....	92		1 per rifle.
Cartridge, gallery practice.....	10000		
Cartridge, rifle ball cal. .30.....	9200		To be issued only by order of C. O.
Cartridge, pistol, ball, cal. .45.....	400		
Case, oiler and thong.....	92		1 per rifle.
Cover, front sight.....	92		1 per rifle.
Glass, field.....	4		
Gun slings.....	92		1 per rifle.
Holster, pistol.....	8		1 per pistol.
Magazine extra for automatic pistol, cal. .45.....	16		2 per pistol.
Pistol, automatic cal. .45.....	8		1 per officer, 1st sergeant, cook and bugler.
Rifle, U. S., cal. .30 M-1903.....	92		1 per E. M. except 1st sergeant, cooks and buglers.
Rod, cleaning barrack M-1916.....	12		1 per 8 rifles or fraction.
Thong for U. S. rifle cal. .30.....	92		1 per rifle.
Rifle, gallery practice.....	1		
Screwdriver rifle.....	10		1 per 8 rifles or fraction.

Medical Property

First aid packets.....	100	1 per individual.
Foot powder, boxes.....	13	1 per squad.
Adhesive plaster Z, O. spools.....	13	1 per squad.
Litters with sling.....	1	

Engineer Property

Compasses, prismatic, with case.....	2	1	
Compass, watch.....	9		1 to N. C. O. down to and including sergeant.
Sketching outfit complete.....	1	

Signal Corps Property

Kits, flag, combination.....	4	4	
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Armory Equipment

Each armory occupied by Coast Artillery troops will be equipped with fire-control apparatus and in certain cases other material, including dummy armament, will be installed. The amount of property issued will depend upon the facilities of the armory concerned and upon the number of companies which can receive instruction with the equipment. The material therefore, will not be listed and original issues will be made without requisition.

ANTI-AIRCRAFT (C. A.) EQUIPMENT TABLES (M. B.)

Quartermaster Property — Clothing

ARTICLES	Hdqrs. and Hdqrs. Battery.	Service Battery.	Hdqrs. and Hdqrs. Combat Tr. (Gun).	Battery (Gun).	Battery (Searchlight).	Hdqrs. and Hdqrs. (M. G. Bn.)	Company (Machine Gun).	BASIS OF ISSUE
Belts, waist.....	67	93	67	76	114	16	76	1 per E. M.
(a) Breeches, service, cotton.....	67	93	67	76	114	16	76	1 per E. M.
(a) Breeches, service, wool.....	67	93	67	76	114	16	76	1 per E. M.
Chevrons, pair and other sleeve insignia.....								As authorized, 1 cotton (coat); 4 wool (overcoat, 2 shirts, O. D. coat), 1 fatigue coat.
Coats, fatigue.....	12	18	26	16	27	5	17	For mechanics, chauffeurs and cooks
(a) Coats, service, cotton.....	67	93	67	76	114	16	76	1 per E. M.
(a) Coats, service, wool.....	67	93	67	76	114	16	76	1 per E. M.
Cords, hat.....	67	93	67	76	114	16	76	1 per E. M.
Hats, service.....	67	93	67	76	114	16	76	1 per E. M.
Hats, fatigue.....	12	18	26	16	27	5	17	For mechanics, chauffeurs and cooks
Laces, leggings, extra, pair.....	67	93	67	76	114	16	76	1 per E. M.
Laces, shoe, extra pair.....	67	93	67	76	114	16	76	1 per E. M.
Leggings, canvas or spiral woolen, pair.....	67	93	67	76	114	16	76	1 per E. M.
Ornaments, collar, bronze sets.....	134	186	134	152	228	32	152	2 per E. M.
Overcoats.....	67	93	67	76	114	16	76	1 per E. M.
Raincoats, dismounted.....	67	93	67	76	114	16	76	1 per E. M.
Shirts, flannel, O. D.....	134	186	134	152	228	32	152	2 per E. M.
Shoes, pairs.....	134	186	134	152	228	32	152	2 per E. M.
Trousers, fatigue.....	12	18	26	16	27	5	17	For mechanics, chauffeurs and cooks.

Quartermaster Property — Individual Equipment

Bags, barrack.....	67	93	67	76	114	16	76	1 per E. M.
Baton.....		1						For Drum Major.
(c) Belt, cartridge for pistol.....	14	41	12	8	16	4	8	1 per individual armed with pistol (only).
Belt, cartridge, cal. .30, mounted.....	80	55	61	71	101	14	71	1 per E. M. armed with rifle.
(b) Bedsack.....	67	93	67	76	114	16	76	1 per E. M.
Blankets, O. D.....	134	186	134	152	228	32	152	2 per E. M.
Bugles, complete with sling.....	2	3	2	2	2		2	For buglers and bugler sergeant.
Canteens.....	74	96	73	79	117	18	79	1 per individual.
Carriers, pack.....	67	93	67	76	114	16	76	1 per E. M.
Covers, canteen, dismounted.....	74	96	73	79	117	18	79	1 per individual.
Cups.....	74	96	73	79	117	18	79	1 per individual.
Forks.....	74	96	73	79	117	18	79	1 per individual.
Haversacks, Infantry.....	74	96	73	79	117	18	79	1 per individual.
Knives.....	74	96	73	79	117	18	79	1 per individual.
Meat cans.....	74	96	73	79	117	18	79	1 per individual.
Music stand.....		30						For band.
Pins, tent, shelter.....	405	495	395	410	6100	100	410	5 per E. M., 10 per officer.
Poles, tent, shelter.....	81	99	79	82	120	20	82	1 per E. M., 2 per officer.
Pocket, magazine web, double.....	148	192	146	158	234	36	158	2 per individual.
Pouch, music.....		30						For Band.
Pouches, for first-aid packets.....	74	96	73	79	117	18	79	1 per individual.

NOTE: (a) Two suits, cotton or wool, or one of each at discretion of corps area commander.
 (b) To be issued to organizations or States or kept in storage at discretion of corps area commander.
 (c) Noncommissioned officers of Grades 1, 2 and 3, cooks, buglers and bandsman are armed with the pistol only.

ANTI-AIRCRAFT (C. A.) EQUIPMENT TABLES (M. B.)

Individual Equipment (continued)

ARTICLES	Hdqs. and Hdqs. Battery.	Service Battery.	Hdqs. and Hdqs. and C. T. (Gun).	Battery (Gun).	Battery (Searchlight).	Hdqs. and Hdqs. Det. (M. G. Bn.)	Company (Machine Gun).	BASIS OF ISSUE
Spoons.....	74	96	73	79	117	18	79	1 per individual.
Tags, identification.....	148	192	146	158	234	36	158	2 per individual.
Tape for identification tags, yards	74	96	73	79	117	18	79	1 per individual.
Tent, shelter half.....	81	99	79	82	120	20	82	1 per E. M., 2 per officer.
Whistles: Battalion Commander.....	1	1	1	1	1	1	1	
Company Commander.....	1	1	1	1	1	1	1	
Thunderer.....	2	2	2	2	2	1	2	

Quartermaster Property — Organization Equipment

Axes, with helve.....	1	2	1	1	2	1	1	
Bags, water, sterilizing.....	1	1	1	1	1	1	1	
Brushes, marking.....	1	1	1	1	1	1	1	
Buckets, G. I.....	2	2	2	2	2	2	2	
Cans, G. I. Garbage.....	2	2	2	2	2	2	2	
Night Urinal.....	2	1	2	2	2	2	2	
Chests, commissary.....	1	1						
Standards, National, silk complete	1							
Standards, National service, complete.....			1			1		
Standards, Reg. silk, complete.....	1							
Desks, field, company, complete.....	1	1	1	1	1	1	1	
Desks, field, regimental, complete	2	3						
Guidons, with staff.....	1	1	1	1	1	1	1	
Instruments, band, sets.....		1						
Lanterns, complete.....	5	5	3	3	3	2	3	
Outfit, marking, Metal.....	1	1	1	1	1	1	1	
Pickaxes with helvcs.....	2	2	2	2	2	1	2	
Pots, marking.....	1	1	1	1	1	1	1	
Powder, hypochlorite of lime, tubes.....	100	100	100	100	100	25	100	
Ranges, field, No. 1.....	1	1	1	1	1	1	1	
Ranges, field No. 2.....						1		
Shovels, short handled.....	2	2	2	2	2	2	2	
Slings, color O. D.....		2	1			1		
Stretchers, shoe.....	1	1	1	1	1	1	1	
Tags, personal equipment M-1919	9							20 per individual.
Tents:								
(b) Fly, wall, large, complete with poles and pins.....	1	1	1	1	1	1	1	1 per kitchen.
(b) Pyramidal, complete with poles, pins, ropes and hood.....	13	14	11	12	16	2	12	
(b) Storage, complete with poles pins, ropes and fly.....		2						
(b) Wall, large complete, with poles, pins, ropes and fly.....	2		1			1		
(b) Wall, small, complete with poles, pins, ropes and fly.....	5	2	4	2	2	2	2	
Typewriters.....	2	3	1	1	1	1	1	

Ordnance

Bayonet.....	60	55	61	71	101	14	71	
Bayonet scabbard.....	60	55	61	71	101	14	71	
Brush, thong, U. S. rifle, cal. .30.....	60	55	61	71	101	14	71	
Cartridge, gallery practice.....								100 per E. M. armed with rifle.
Cartridge, rifle ball, cal. .30.....								100 per E. M. armed with rifle.
Cartridge, pistol ball, cal. .45.....								50 per E. M. armed with pistol.

ANTI-AIRCRAFT (C. A.) EQUIPMENT TABLES (M. B.)

Ordnance (continued)

ARTICLES	Hdqrs. and Hdqrs. Battery	Service Battery	Hdqrs. and Hdqrs. Det. and Combat Train (Gun Bn.)	Battery (Gun)	Battery (Searchlight)	Hdqrs. and Hdqrs. Det. (B. G. Bn.)	Company (Machine Gun)	BASIS OF ISSUE
Case, oiler and thong.....	60	55	61	71	101	14	71	
Cover, front sight.....	60	55	61	71	101	14	71	
Glass, field.....	6	2	4	2	2	2	2	
Gunsling.....	60	55	61	71	101	14	71	
Holster, pistol.....	72	96	73	79	117	18	79	
Magazine, extra for automatic pistol, cal. 45.....								2 per pistol.
Pistol, automatic, cal. 45.....	72	96	73	79	117	18	79	
Rifle, U. S. Cal. 30 M-1903.....	60	55	61	71	101	14	71	
Rod, cleaning barrack M-1916.....								1 per 8 rifles or fraction.
Thong for U. S. rifle, cal. 30.....	60	55	61	71	101	14	71	
Rifle, gallery practice.....	1	1	1	2	2		2	
Screwdriver rifle.....								1 per 8 rifles or fraction.
Anti-aircraft gun, 75 mm. (Truck mount).....				1				
Anti-aircraft machine guns.....							8	
Automatic Rifles.....	2	8	7	6	4	2		

Medical Property

First aid packets.....	74	96	73	79	117	18	79	
Foot powder, boxes.....								1 per squad.
Adhesive plaster Z. O. spools.....								1 per squad.
Litters with sling.....	1	1	1	1	1		1	

Engineer Property

Compasses, prismatic, with case..	2	1	2	1	1	1	1	
Compass, watch.....								1 per N. C. O. down to and including sergeant.
Sketching outfit complete.....	1							
Searchlight, 36" (Truck Mount).....					1			

Signal Corps Property

Kits, flag, combination.....	4	4	4	4	4	4	
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Motor Transportation (Quartermaster)

Cars, Reconnaissance.....	1	
Motorcycles, with side cars.....	2	3	5	3	2	1	2	
Trailers, kitchen.....	1							
Trailers, tank.....		1						
Trucks, cargo, 3/4-ton.....	1	1	1			1		
Trucks, cargo, F. W. D.....	1	4	4	2	2	1	5	

Motor Transportation (Ordnance)

Trucks, light repair.....	1	1	1	
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MEDICAL DEPARTMENT EQUIPMENT TABLES (M. B.)

PERSONAL EQUIPMENT — ENLISTED MEN

Belt, waist.....	1	
Breeches, service, cotton.....	1	
Breeches, service, wool.....	1	
Chevrons and other sleeve insignia.....	1	for each outer garment when authorized to be worn in uniform regulations.
Coats, fatigue.....	1	per chauffeur.
Coats, service, cotton.....	1	
Coats, service, wool.....	1	
Cords, hat.....	1	
Hat, service, with tying cord.....	1	
Hats, fatigue.....	1	per chauffeur.
Laces, leggin, extra pair.....	1	
Laces, breeches, extra pair.....	1	
Laces, shoe, extra pair.....	1	
Leggings, mounted, pair.....	1	per mounted enlisted man and enlisted man in mounted organizations.
Leggings, spiral, woolen, pair.....	1	per dismounted man, including organizations.
Ornaments, collar, bronze, sets.....	1	
Overcoats, olive drab.....	1	
Raincoats, dismounted.....	1	per each dismounted enlisted man.
Raincoats, mounted.....	1	per each mounted enlisted man.
Shirts, olive drab.....	1	
Shoes, pair.....	1	
Trousers, fatigue.....	1	per chauffeur
Trousers, cotton.....	1	
Trousers, service, wool.....	1	
Blankets, olive drab.....	2	
Canteen.....	1	
Carrier pack.....	1	to each dismounted enlisted man.
Condiment can.....	1	to each dismounted enlisted man, issued until supply is exhausted.
Cover, canteen, dismounted.....	1	to each dismounted enlisted man.
Cover, canteen, mounted.....	1	to each enlisted mounted man.
First-aid packet.....	1	
Foot powder, box.....	2	per dismounted squad.
Fork.....	1	
Haversack, Infantry.....	1	to each enlisted man dismounted.
Knife.....	1	
Meat can.....	1	
Pin, tent, shelter.....	5	
Pole, tent, shelter.....	1	
Pouches for first-aid packet.....	1	
Spoon.....	1	
Tags, identification.....	2	
Tape for identification tags, yard.....	1	
Tent, shelter, half.....	1	
Adhesive tape, Z. O. spools.....	1	per squad.
Axes, hand, intrenching.....	1	to each enlisted man of Medical Department assigned to combat troops.
Belt, web, Hospital Corps, complete with contents....	1	

LIST OF BLANK FORMS AND QUANTITIES NEEDED

The following is a list of blank forms required for company administration, National Guard showing the approximate quantity needed for a new organization. It is based upon a three months' supply for a company of 100 men, allowance being made for a reasonable surplus.

- 250 ea. Enlistment Paper (Form No. 22-1, A. G. O.).
- 250 ea. Report of Physical Examination for Enlistment (Form No. 135-1, A. G. O.).
- 125 ea. Vaccination Register (Form No. 81-1, S. G. O.).
- 125 ea. Identification Record Card (Form No. 260, A. G. O.).
- 125 ea. Service Record (Form No. 29, A. G. O.).
- 20 ea. Extract from Service Record (Form No. 29a, A. G. O.).
- 125 ea. Individual Equipment Record (Form No. 637, A. G. O.).
- 6 ea. Company Morning Report (Form No. 332, A. G. O.).
- 6 ea. Daily Sick Report (Form No. 339, A. G. O.).
- 6 ea. Duty Roster (Form No. 342, A. G. O.).
- 2 ea. Guard Report (Form No. 338, A. G. O.).
- 10 ea. Company Strength Return (Form No. 30, A. G. O.).
- 10 ea. Record of Events (Form No. 43, A. G. O.).
- 10 ea. 367)
- 30 ea. 367a) Pay Rolls and Record of Attendance at Drill (Form Nos. 367, 367a, 367b.
- 30 ea. 367b) W.D).
- 40 ea. Property Loan Record (Form 263b or 263c P. & S.).
- 50 ea. Shipping Ticket (Form No. 260 P. & S.). (Original, Duplicate, etc.)
- 50 ea. Receiving Report (Form No. 257, P. & S.). (Original, Duplicate, etc.)
- 25 ea. Over, Short and Damaged Report (Form No. 261, Q. M. C.). (Original, Duplicate, etc.)
- 5 ea. Statement of Charges (Form No. 602, A. G. O.)
- 50 ea. Requisition (Form No. 160 P. & S.). (Original, Duplicate, etc.).
- 10 ea. Requisition (for clothing), (Form No. 160a, Q. M. C.). (Sets of 13 sheets.)
- 5 ea. Report of Survey (Form 196, A. G. O.).
- 25 ea. Descriptive Card of Public Animal (Form No. 277, A. G. O.).
- 3 ea. Correspondence Book (Form No. 662, A. G. O.).
- 2 ea. Company Council Book (Form No. 452, Q. M. C.).
- 5 ea. Report of Changes of Officer's Status (Form No. 105, M. B.).
- 10 ea. Charge Sheet (Form No. 594, A. G. O.).
- 25 ea. 525-1)
- 15 ea. 526-1) Discharge Certificate (Form No. 525-1, 526-1, 527-1, A. G. O.).
- 10 ea. 527-1)
- 5 ea. Report of Small Arms Firing (Form No. 75 and 75a, M. B.).
- 5 ea. Report of Individual Classification in Pistol Practice (Form No. 308, A. G. O.)
- 5 ea. Report of Individual Classification under Special Course "A" (Form No. 409, A. G. O.).
- 125 ea. Record of Pistol Firing (Individual) (Form No. 305, A. G. O.).
- 125 ea. Record of Rifle Practice, Organized Militia (Individual), (Form No. 70, D. M. A.).
- 5 ea. Report of Physical Examination (Officers' Annual) (Form No. 378, A. G. O.).
- 10 ea. Certificate of Disability for Discharge (Form No. 17, A. G. O.).
- 10 Forms for Furlough.
- 10 Rosters of Troops (Form 703, A. G. O.)
- 10 Vouchers (Form 335 W. D.)
- 10 Vouchers (Form 332 W. D.)

C. PUBLICATIONS, ALLOWANCES OF

There follow herewith tables showing the allowance of War Department Documents for the following as prescribed by the Militia Bureau:

Infantry
Cavalry
Field Artillery
Coast Artillery
Medical Department
Engineers

In requisitioning for publications the following procedure should be followed:

"NOTE. — 1. To secure the prescribed allowance of publications company commanders should first obtain such documents as are available at their regimental headquarters.

2. Requisition for the remainder will then be sent to the U.S. Property and Disbursing Officer.

3. The U. S. Property and Disbursing Officer will fill the company commander requisition with such documents as he has on hand. Having completed the issue from local stock the U. S. Property and Disbursing Officer will prepare a **SINGLE** requisition which will show the requirements and **SHIPPING INSTRUCTIONS** for *each individual company*. This can best be done by devoting a sheet to each unit and then combining them into one formal requisition. This requisition will be sent direct to the Militia Bureau and the War Department will make shipment direct to the company organizations concerned. The complete requisition must be submitted to the Militia Bureau in *triplicate*, and the publications required should be arranged in the sequence given in this list. (Militia Bureau, March, 1921.)"

Issue of Army Regulations. The new edition of Army Regulations now in course of preparation, will be issued in a series of pamphlets arranged for filing in loose leaf binders.

As the new regulations are published they will be furnished to the Adjutants General of the States and by them distributed to organizations and individuals in accordance with a table of allowances which will accompany each lot of regulations. Loose Leaf binders will be furnished by the Militia Bureau. (Cir. Let. No. 68, M. B., Nov. 9, 1920.)

ALLOWANCE OF WAR DEPARTMENT DOCUMENTS FOR THE INFANTRY OF THE NATIONAL GUARD

Inf. Brig. Hq. & Hq. Co.	Hq. & Hq. Co. Inf. Regt.	Service Co.	Howitzer Co.	Hq. & Hq. Co. Inf. Bn.	Mach. Gun Co.	Rifle Co.	NAME OF PUBLICATION	Doc. No.
3	3	3	2	3	3	3	Company Administration (S. R. 57)	
1	1	3	1	1	1	1	*Regimental Administration (S. R. 58).....	
1	1	1	1	1	1	1	Standard Physical Examination (S. R. 65).....	
3	3	2	2	2	2	2	Manual Physical Training	436
10	10	10	10	10	10	10	Extracts from Manual of Physical Training	436
1	1	1	1	1	1	1	Army Regulations	454
10	10	10	10	10	10	10	Guard Manual	466
8	8	4	2	2	3	3	*Field Service Regulations	475
6	6	6	6	6	6	6	Signal Book, 1916	500
1	1	1	1	1	1	1	Manual Courts-Martial	560
1	1	1	1	1	1	1	Army Bakers	563
3	3	3	3	3	3	3	*Army Cooks	564
7	7	5	3	3	4	4	Field Service Pocket Book	605
3	3	3	1	1	1	1	Manual Stable Sergeants	611
1	1	3	1	1	1	1	Army Horseshoers	683
15	15	10	10	10	10	10	Manual of the Automatic Pistol Cal. 45	801
1	1	1	1	1	1	1	Army Foot Measuring	879
1	1	1	1	1	1	1	*Tables of Organization, Infantry	574
22	29	66	25	18	33	38	*Manual for N. C. O.'s and Privates Infantry	574
3	5			1	15		Machine Gun Firing Manual, 1917	615
3	5			1	15		Machine Gun Drill Regulations, 1917	723
3	2			4		10	Bayonet Training Manual	754
3	1		6	1			Provisional Instruction for 37 mm. Gun	758
3	2			2		10	Manual for Hand Bombers & Rifle Grenadiers	823
3	3	3	3	3	3	3	Provisional Infantry Training Manual	844
3	3			2		11	Manual of Browning Automatic Rifle	845
				2		11	Technical Training Handbook of Browning Automatic Rifle	853
5	5		1	15	15		Machine Gun Service Regulations	856
20	23	34	14	12	15	21	Infantry Drill Regulations (Prov. 1919)	953
2	1		6	1			Light Trench Mortar Drill Regulations	811
3	3	3	3	3	3	3	Military Protection	882
1	1	1	1	1	1	1	National Guard Regulations	911
3	8	6	4	4	5	5	Basic Questions	974
3	3		6	1			Stokes Mortar Marksmanship	996
3	3	6	4	4		5	Special Regulations No. 57 (Questions)	1002
3	2	10	2	1	3	3	Care Horse and Leather Equipment	1003
3	3	2	2	1	3	3	Rifle Marksmanship	1021
6	6	4	4	4	3	5	Treatise on Riot Duty	
2	1		2	2	3	3	Questions for National Guard Officers (Inf.)	970
			6	1			Ordnance Publication	1744

ALLOWANCE OF WAR DEPARTMENT DOCUMENTS FOR THE CAVALRY OF THE NATIONAL GUARD

Number Allowed

Cav. Brig. Hdqs.	Brig. Hdqs. Troop	Regt. Hdqs.	Regt. Hdqs. Troop	Service Troop	Squadron Hdqs.	Troop	Machine Gun Squadron Hd.	Machine Gun Troop	NAME OF PUBLICATION	Doc. No.
8	14	5	23	24	9	25	8	24	Cavalry Drill Regulations.	561
1	12	1	20	20	5	22	5	20	Manual for N. C. O.'s and Pri- vates, Cav.	620
3	3	3	4	5	5	4	4	5	Basic Allowances Cav. Cir. 134, W. D., 1920.	
	6	3	10	10	3	10	3	10	Infantry Drill Regulations, (Prov. 1919)	953
	2	3	5	6	3	5	2	6	Company Administration (S. R. 57)	
2	1	2	1	1	2	1	2	1	*Regimental Administration (S. R. 58)	
1	1	1	1	1	1	1	1	1	Standard Physical Examination (S. R. 65)	
1		1			1		1		Engineer Field Manual	355
1	2	1	2	2	1	2	1	2	Manual Physical Training	436
2	6	2	6	6	2	6	2	6	Manual Small Arms Firing	442
1	1	1	1	1	1	1	1	1	Army Regulations	454
2	6	2	2	10	2	10	2	10	Guard Manual	466
2	5	2	2	5	2	5	2	5	*Field Service Regulations.	475
2	6	2	6	6	2	6	2	6	Signal Book, 1916.	500
1	1	1	1	1	1	1	1	1	Manual Courts-Martial.	560
1	1	1	1	1	1	1	1	1	Army Bakers.	563
2	2	2	3	3	2	3	2	3	*Army Cooks.	564
2	6	2	9	9	2	9	2	9	Field Service Pocket Book.	605
1	2	1	2	2	1	2	1	2	Manual Stable Sergeants.	611
2	4	2	6	6	2	6	2	6	Army Horseshoers.	683
2	4	2	5	5	2	5	2	5	Training Manual on Topo- graphy, Map Reading and Reconnaissance.	695
2	5	2	10	10	2	10	2	10	Manual of the Automatic Pist- tol Caliber .45.	801
2	4	2	4	4	2	4	2	4	Methods of Instruction Milit- ary Courtesy.	864
1	2	1	2	2	1	2	1	2	Army Foot Measuring.	879
2	5	2	10	10	2	10	2	10	Care Horse and Leather Equip- ment.	1003
1	1	1	1	1	1	1	1	1	Tables of Organization, Cavalry Technical Training Handbook of Browning Automatic Rifle Browning Automatic Rifle Machine Gun Service Regulation Machine Gun Firing Manual, 1917.	853
3					3	7				856
3							7	15	Machine Gun Drill Regulations, 1917.	615
3	6	3	10	10	3	10	3	10	Extracts from Manual Physical Training.	723
3	3	3	4	5	5	4	4	5	Rifle Marksmanship.	436
3		3			3	7			Manual, Browning Automatic Rifle.	1021
2	4	2	4	2	4	2	2	4	Military Protection.	845
1	1	1	1	1	1	1	1	1	National Guard Regulations.	882
8	2	5	3	4	4	3	3	4	Basic Questions.	911
8	2	5	3	4	4	3	3	4	Spec. Reg. No. 57 (Questions).	974
8	2	5	3	4	4	3	3	4	Treatise Riot Duty	1002
3	3	3	4	5	5	4	4	5	Questions for National Guard Officers (Cavalry).	971
									Ordnance Pamphlet—Small Arms and Ordnance Equip- ment.	1965

ALLOWANCE OF WAR DEPARTMENT DOCUMENTS FOR THE FIELD ARTILLERY OF THE NATIONAL GUARD

Regt. Hq. and Hq. Battery	Service Battery	Bn. Hq. and Combat Train	Battery	NAME OF PUBLICATION	Doc. No.
20	8	10	30	Field Artillery Drill Regulations 3" Vols. 1, 2, 3, 4.	538
15	8	9	25	Manual N. C. O.'s, Field Artillery Vols. 1 and 2.	614
1			25	Manual Browning Automatic Rifle.	843
1			25	Training Hand Book, Browning Rifle.	853
3	3	3	8	Machine Gun Regulations, Sections 12 and 22.	856
10	8	3	30	Drill Regulations, 75 mm. Gun, Volume 3.	875
6	6	6	10	Infantry Drill Regulations, Provisional 1919.	953
6	6	6	10	Range Tables, 75 mm. Gun.	983
6	6	6	10	Range Tables, 155 mm. Howitzer.	969
3	4	2	11	Physical Training (S. R. 23).	
8	7	7	7	Company Administration (S. R. 57).	
12	6	7	7	* Regimental Administration (S. R. 58).	
1	1	1	1	Standard Physical Examination (S. R. 65).	
5	5	5	10	Manual Physical Training.	436
4	4	7	6	Rifle Marksmanship.	1021
1	1	1	1	Army Regulations.	454
6	3	9	10	Guard Manual.	466
6	4	9	6	* Field Service Regulations.	475
7	4	2	6	Signal Book, 1916.	500
1	1	1	1	Manual Courts Martial.	560
1	1	1	2	Army Bakers.	563
2	2	2	3	* Army Cooks.	564
9	6	7	9	Field Service Pocket Book.	605
3	2	1	3	Manual Stable Sergeants.	611
3	4	2	6	Army Horseshoers.	633
5	5	2	10	Manual of the Automatic Pistol Caliber .45.	801
4	4	9	4	Methods of Instruction Military Courtesy.	864
1	1	1	2	Army Foot Measuring.	879
6	4	7	6	Military Protection.	882
10	7	9	10	Care Horse and Leather Equipment.	1003
4	4	1	3	* Basic Allowances (Cir. 152, W. D. 1920).	
2	1	1	1	Tables of Organization, Field Artillery.	
8	4	7	4	Questions, Field Artillery, National Guard Officers.	973
1	2	1	2	Ordnance Pamphlet.	1658
6	4	3	12	Hand Book 75 mm. Gun.	1817
2	4		4	Hand Book Repair Truck.	1962
1	1	3	1	Hand Book Staff Observation Car.	1964
6	2	3	12	Hand Book 5-ton Tractor.	1996
6	2	3	12	Hand Book 155 mm. Howitzer.	2017
8	4	7	4	Field Gunnery 20 R. (S. of F.).	
8	4	7	4	School Battery Commander (S. of F.).	
8	2	7		Field Fortifications (A. Service School).	
2	2	2	4	Gunners, Examination Orders 1919 (S. R. 53).	
2	1	1	2	Basic Allowances 155 mm. Howitzer (Cir. 179, 1920).	
2	1	1	2	Basic Allowances 75 mm. Gun (Cir. 178, 1920).	
	4			Manual Quartermaster Corps.	
12	5	9	30	Drill Regulations 155 mm. Howitzer (mimeo).	
2	1	1	2	Handbook of Fire Control Equipment for F. A. Ord. Doc. No.	1996
1	1	1	1	National Guard Regulations.	911
8	4	7	4	Basic Questions.	974
8	4	7	6	Special Regulations No. 57 (Questions).	1002
8	4	7	5	Treatise Riot Duty.	

*Indicates out of print or being revised and therefore not now available.

Requisition should be made for only such of above publications as are applicable to the Gun and Equipment of organization concerned.

ALLOWANCE OF WAR DEPARTMENT DOCUMENTS FOR THE COAST ARTILLERY OF THE NATIONAL GUARD

Number Allowed

For Company or Battery	**For Headq'ters of C. D. C. of 8 Companies	NAME OF PUBLICATION	Doc. No.
General for all Coast Artillery Companies or Batteries			
4	6	Physical Training (S. R. 23).....	
4	6	Company Administration (S. R. 57).....	
3	6	*Regimental Administration (S. R. 58).....	
1	1	Standard Physical Examination (S. R. 65).....	
1	6	Engineer Field Manual.....	355
2	2	Manual Physical Training.....	436
3	3	Manual Small Arms Firing.....	442
1	1	Army Regulations.....	454
10	3	Guard Manual.....	466
3	6	*Field Service Regulations.....	475
3	6	Signal Book, 1916.....	500
1	1	Manual Courts-Martial.....	560
1	1	*Army Cooks.....	564
9	9	Field Service Pocket Book.....	605
8	6	Manual of the Automatic Pistol Caliber .45.....	801
3	6	Methods of Instruction on Military Courtesy.....	864
1	1	Basic Allowances (Cir. W. D.).....	
20	15	*Manual for N. C. O.'s, and Privates, Infantry.....	574
10	10	Infantry Drill Regulations, 1919.....	953
1	1	Army Foot Measuring.....	879
6	15	Military Protection.....	882
1	1	National Guard Regulations.....	911
3	10	Basic Questions.....	974
3	6	Special Regulations No. 57 (Questions).....	1002
16	15	Treatise Riot Duty.....	
1	1	*Tables of Organization, Coast Artillery.....	
1	3	Heavy (Coast) Artillery Gunnery for Field Service.....	
1	3	Orientation for Heavy Artillery.....	
1	3	Questions for National Guard Officers (C. A.).....	997
6	6	Extracts from Manual Physical Training.....	436
3	3	Rifle Marksmanship.....	1021

** This allowance will be varied to conform to commands of more or less than eight companies.

ALLOWANCE OF WAR DEPARTMENT DOCUMENTS FOR THE MEDICAL DEPARTMENT OF THE NATIONAL GUARD

Number Allowed

Regt. Hqrs. Med. Regt.	Sanitary Co.	Ambulance Co.	Hospital Co.	Sanitary Det.	Veterinary Co.	NAME OF PUBLICATION	Doc. No.
1	3	3	5	3	3	Manual for Medical Department with changes.....	504
1	15	15	15	10		Drill Regulations and Service Manual for Sanitary Troops, 1917.....	662
1	1	1	1	1	1	Physical Training (S. R. 23).....	
1	1	1	1	1	1	Company Administration (S. R. 57).....	
3	3	3	3	3	3	Standard Physical Examination (S. R. 65).....	
1	1	1	1	1	1	Army Regulations.....	454
1	1	1	1	1	1	**Field Service Regulations.....	475
1	1	1	1	1	1	Manual Courts-Martial.....	1053
1	1	1	1	1	1	*Army Bakers.....	563
1	1	1	1	1	1	**Army Cooks.....	564
		**1				Manual Stable Sergeants.....	611
		**1				Army Horseshoers.....	683
1	1	1	1	1	1	Training Manual on Topography Map Reading and Reconnaissance.....	695
1	1	1	1	1	1	Methods of Instruction Military Courtesy.....	864
1	1	1	1	1	1	Army Foot Measuring.....	879
1	1	1	1	1	1	Care Horse and Leather Equipment.....	1003
1	1	1	1	1	1	Basic Allowances (Cir. W. D.).....	
1	1	1	1	1	1	Tables of Organization, Medical Department.....	
1	3	3	5	3		Handbook for Sanitary Troops, Masons, latest edition	
1	1	1	1	1	1	National Guard Regulations.....	911
1	1	1	1	1	1	Basic Questions.....	974

** Animal drawn Ambulance Company and Veterinary Company.

*Indicates out of print or being revised and not now available.

ALLOWANCE OF WAR DEPARTMENT DOCUMENTS FOR THE ENGINEERS OF THE NATIONAL GUARD

Number Allowed

Reg. Hdqrs.	Bn. Hdqrs.	Hdqs. and Service Co.	Company	NAME OF PUBLICATION	Doc. No.
4	2	25	19	Engineer Field Manual.....	355
4	2	4	4	Pontoon Manual.....	492
1	1	1	1	Cavalry Drill Regulations.....	561
		2		Pack Transportation.....	565
4	2	25	19	*Manual for N. C. O.'s and Privates, Infantry.....	574
4	2	4	4	Engineer Training Manual and Appendices.....	584
4	2	4	4	Notes on Fortification for all Arms.....	616
1	1	2	2	Manual for N. C. O.'s and Privates, Cavalry.....	620
4	2	4	4	Use of Mines in Trench Warfare.....	635
4	2	19	12	Landscape Sketching.....	645
1	1	1	1	Origin and Construction of Battery Emplacement.....	558
4	2	25	19	*Soldiers' Handbook of the Rifle.....	698
4	2	19	12	Gas Warfare, Parts 1, 2, and 3.....	705
4	2	4	4	Camouflage for Troops of All Arms.....	727
4	2	25	19	Bayonet Training Manual.....	754
4	2	4	4	Instruction on Organization of the Terrain.....	756
1	1	5	3	*Motorcycle Transportation Regulations.....	780
4	2	25	19	Addenda No. 1 to Engineer Field Manual.....	792
4	2	4	4	Instruction for Defensive Action of Large Units.....	794
4	2	4	4	Tactical Orders for Small Units.....	798
4	2	4	4	Liaison for all Arms.....	830
4	2	19	12	Infantry Training Manual 1918 (Pro.).....	844
4	2	4	8	Handbook on Browning Automatic Rifle.....	845
4	2	19	12	Infantry Training.....	849
1	1	1	1	List of W. D. Pamphlets on Training.....	850
1	1			Combined Training of a Division.....	870
4	2	4	4	Notes on Sanitary Appliances.....	897
4	2	25	19	Infantry Drill Regulations, 1919 (Prov.).....	953
4	2	4	4	Chemical Warfare Part VI.....	999
4	2	4	4	Training in Minor Tactics.....	1018
4	2	25	19	Rifle Marksmanship.....	1021
4	2	4	4	Special Regulations, Nos. 25, 28, 31, 41, 55, and 56.....	
4	2	4	4	*Training Circular No. 1, C. E.....	
4	2	4	4	Appendices 1, 2 and 3 to Training Cir. No. 1, C. E.....	
3	2	11	11	Physical Training (S. R. 23).....	
4	2	11	7	Company Administration (S. R. 57).....	
3	2	15	7	*Regimental Administration (S. R. 58).....	
1	1	2	1	Standard Physical Examination (S. R. 65).....	
3	10	10	10	Manual Physical Training.....	436
3	1	7	6	*Manual Small Arms Firing.....	442
3	1	2	1	Army Regulations.....	454
3	2	14	10	Guard Manual.....	466
3	2	7	6	*Field Service Regulations.....	475
3	2	9	10	*Manual Farriers, Horseshoers, Wagoners.....	486
3	2	8	6	Signal Book, 1916.....	500
1	1	2	1	Manual Courts-Martial.....	1053
		4	2	*Army Bakers.....	563
		4	2	*Army Cooks.....	564
3	2	19	14	Field Service Pocket Book.....	605
1	1	4	3	Manual Stable Sergeants.....	611
3	2	3	2	Army Horseshoers.....	683
3	2	19	14	Training Manual on Topography, Map Reading and Reconnaissance.....	695
3	2	14	12	Manual of the Automatic Pistol Caliber .45.....	801
3	2	10	6	Methods of Instruction, Military Courtesy.....	864
		2	2	Army Foot Measuring.....	879
3	7	7	6	Military Protection.....	882
3	1	7	6	National Guard Regulations.....	911
3	2	7	6	Basic Questions.....	974
3	2	7	6	Special Regulations No. 57 (Questions).....	1002
3	2	5	5	Care Horse and Leather Equipment.....	1003
1	1	8	3	Basic Allowances (Cir. W. D.).....	
3	2	7	6	Treatise on Riot Duty.....	
1	1	2	1	*Tables of Organization, Engineers.....	
1	1	8	3	Basic Allowances, Engineers (Cir. 445 W. D. 1919).....	

4 — A. ALLOWANCES OF SMALL ARMS AMMUNITION

The following allowances of small arms ammunition are published for the information and guidance of the National Guard and will be effective until further notice.

Only ammunition actually expended to be dropped. Organizations are authorized to drop from their returns only such ammunition as has been actually expended in prescribed target practice, tactical exercises, and competitions, but in no case in excess of prescribed allowances.

Annual allowances of Ball Cartridges, caliber .30 Model of 1906.

- (a) For each officer and enlisted man authorized or required to fire Course A as prescribed in "Rifle Marksmanship"..... 260 rounds.
- (b) For each officer and enlisted man authorized or required to fire Course B as prescribed in "Rifle Marksmanship"..... 180 rounds.
- (c) For each officer and enlisted man required to fire LONG DISTANCE PRACTICE as prescribed in "Rifle Marksmanship" (in addition to (a))..... 70 rounds.
- (d) For each Automatic Rifle (in addition to (a) and (c))..... 500 rounds.
- (e) For each Machine Gun. 5000 rounds.

Ten percent of the ammunition expended by any machine gun organization may be tracer ammunition.

Annual allowance of Blank Cartridges caliber .30.

- (a) For each enlisted man participating in tactical exercises and maneuvers requiring the use of blank ammunition. 50 rounds.

Annual allowance of Dummy Cartridges, caliber .30 Model of 1906.

- (a) For each enlisted man armed with the rifle..... 10 rounds.
- (b) For each Machine Gun in active use. 100 rounds.

Annual allowance of Gallery Practice Cartridges Cal. .22 Short.

- (a) For each officer and enlisted man firing gallery practice with .22 caliber rifles 200 rounds.

Annual allowances of Pistol Ball Cartridges caliber .45 Model of 1911.

- (a) For all officers and enlisted men required to fire the DISMOUNTED PISTOL COURSE prescribed in "Pistol Marksmanship"..... 175 rounds
- (b) For all officers and enlisted men of cavalry required to fire the course as prescribed in Pistol Marksmanship"..... 275 rounds.
- (c) Circular No. 101, War Department, April 18, 1921, authorizes issue of 4 revolvers, caliber .38, and 500 rounds of blank ammunition for same to each troop of Cavalry of the National Guard. This issue is in addition to the authorized allowance of pistols and ammunition, and is furnished for the purpose of training Cavalry mounts to become accustomed to gun fire during pistol practice. All States desiring this issue should submit requisition for same in accordance with the provisions of Par. 920 (a) of the National Guard Regulations, 1919, with as little delay as practicable.

Annual allowance of 37 mm. Gun ammunition.

For each gun in active use in organization for target practice low explosive steel shell. 300 rounds.

Annual allowance of Stokes Mortar Ammunition.

For each Howitzer Company of Infantry Regiment armed with 3" Stokes Mortar for target practice.

Practice Stokes Mortar Shells	600
Cartridges	3000
Rings	600

Disposition of Empty Cartridge cases.

(a) After expending ammunition, company, troop or other commanders will turn into supply officers empty cartridge cases, bandoleers, clips, and packing cases in the following quantities per 1,000 cartridges issued to them.

Caliber .30 rifle ball cartridges; bandoleers, 16 2-3; clips, $3\frac{3}{4}$ pounds; packing boxes, .83; cartridge cases, 27 pounds.

Caliber .30 blank cartridges; clips, $3\frac{3}{4}$ pounds; packing boxes, 1; cartridge cases 27 pounds.

Caliber .30 guard cartridges: clips, $3\frac{3}{4}$ pounds; packing boxes, 5; cartridge cases, 27 pounds.

Caliber .45, pistol cartridges; packing boxes, 5; cartridge cases 12.7 pounds.

(b) The foregoing quantities may be reduced by 25 per cent on the certificate of the responsible officer that it was impracticable to return the full amounts. In case where quantities returned by any company, troop, or organization commander are less than 75 percent of the required quantities, the cost of such deficiency will be charged against the responsible officer unless he be relieved by the properly appointed surveying officer.

(c) All of these articles must be regularly accounted for in the prescribed methods of property accounting.

Returning empty cartridge cases.

(a) The paper carton should be removed from bandoleers and not returned. Tearing off strip should be removed from liner and not returned, as it cannot be used again.

(b) Empty cartridge cases will be packed in ammunition boxes under the personal supervision of a commissioned officer of the organization who will see that no ball cartridges or extraneous materials are packed in the boxes containing empty cartridge cases. The issuing officer will prepare a certificate that this action has been taken.

For the purpose of identification, the name of the organization will be placed on the outside of each box and also on the inside of the lid of each box. Post ordnance officers will not receive boxes of empty cartridge cases from organization commanders unless accompanied by the certificate as set forth above.

Shipping empty cartridge cases.

(a) The Adjutants General of the various States, Territories of Hawaii and Porto Rico and the Commanding General of the District of Columbia Militia will cause to be turned into the Reclamation Division, Quartermaster Corps, all empty cartridge cases, empty packing boxes, bandoleers, and clips derived from the expenditure in target practice and competitions of small arms ammunition issued to the National Guard by the Ordnance Department. These articles must be regularly accounted for in accordance with the prescribed method of accounting.

(b) When any of the articles mentioned above have been turned over to the Reclamation Division, Quartermaster Corps, under (a), the identity of such articles as ordnance property ceases. They will be treated in the same manner as any other property which has been turned in for salvage and no returns therefor will be made by any reclamation officers.

Instructions to National Guard.

(a) The directions given in Par. 8 (b) for packing empty metallic cartridge cases and packing empty receptacles will be observed by the National Guard.

(b) The empty cartridge cases, empty packing boxes, bandoleers and clips turned in by the various States and Territories or by the District of Columbia National Guard should be shipped by the Adjutants of the States or Territories or by the Commanding General of the District of Columbia National Guard, as follows:

(c) From the States of Washington, Oregon, Idaho, California and Nevada to the Commanding Officer, Benecia Arsenal, Benecia, California.

- (d) From the Territory of Hawaii to the Commanding Officer, Hawaiian Ordnance Depot, Honolulu, Hawaii.
- (e) From the remaining States and Territories west of the Mississippi River and from Wisconsin and Illinois to the commanding officer of the Rock Island Arsenal, Rock Island, Illinois.
- (f) From the remaining States, the District of Columbia and the Territory of Porto Rico to the Commanding Officer of the Frankfort Arsenal, Frankfort, Pennsylvania.

Weights of Fired Cartridge Cases

Rifle.	<i>Pounds per thousand</i>
Service, caliber .30 model of 1906.....	27.0
Guard, caliber .30 model of 1906	27.0
Blank, caliber .30 model of 1909.....	27.0
Clips	19.0
Revolver.	
Caliber .38.....	9.0
Caliber .45	15.0
Automatic pistol, caliber .45	12.7

Accounting for Expenditures.

(a) In order that the property vouchers furnished by the responsible officers, may show that the quantities of small-arms ammunition, etc., expended by them are within the amounts authorized the certificates of expenditures (Form No. 601, A. G. O., which is furnished to the accountable officer by the officer making the expenditure) will give the number of officers and enlisted men who participate on target practice, and the stores so expended will be enumerated in detail in such a way as to show that the total allowance has not been exceeded.

(b) When officers of the staff corps and department, or officers and enlisted men on detached service, are assigned to an organization for target practice the certificates of expenditures will give the names of the officers and enlisted men so assigned with their respective ranks and organizations, as authority for the additional expenditure.

(c) The provisions of this order in regard to the expenditure of ammunition does not authorize accountable officers to drop from their property returns any small-arms ammunition actually fired and covered by a proper voucher.

(d) The expenditure of small-arms ammunition, etc., for target practice preliminary instruction of the soldier, and military exercises, will only be made to the extent of allowances and in the manner herein prescribed. (Cir. Let. No. 32, M. B., May 6, 1921.)

Allowance of Field Artillery ammunition, initial equipment.

1. The following are the allowances of ammunition for the initial equipment of National Guard Field Artillery batteries equipped with 75 mm. and 155-mm. Guns and 155-mm. Howitzers:

(a) Batteries equipped with 75-mm. Gun:

- 60 Cases, cartridge, empty, for 75-mm. Gun (service case)
- 200 Wads, felt, for 75-mm. Gun
- 2000 rds., cartridges, ball, sub-caliber, Cal. .30
- 1 Shell, sectionalized, for 75-mm. Gun
- 1 Shrapnel, sectionalized, for 75-mm. Gun
- 1 Board, fuze, sectionalized
- 8000 Cartridges, ball, Cal. .30, M. 1906, Class A-2, Grade No. 2
- 2000 rds. cartridges, pistol, ball, Cal. 45, M. 1911.

- (b) Batteries equipped with 155-mm. Guns:
 1 Shell, sectionalized, for 155-mm. Gun
 1 Shrapnel, sectionalized, for 155-mm. Gun
 4 Projectiles, dummy, drill, for 155-mm. Gun
 4 Charges, powder, dummy, for 155-mm. Gun
 1 Board, fuze, sectionalized
 8000 Cartridges, ball, Cal. .30, M. 1906, Class A-2, Grade No. 2
 2000 rds. cartridges, pistol, ball, Cal. .45, M. 1911.
- (c) Batteries equipped with 155-mm. Howitzers:
 1 Shell, sectionalized, for 155-mm. Howitzer
 1 Shrapnel, sectionalized, for 155-mm. Howitzer
 4 Projectiles, dummy for 155-mm. Howitzer
 4 Charges, powder dummy, for 155-mm. Howitzer
 1 Board fuze, sectionalized
 8000 Cartridges, ball, Cal. .30, M. 1906, Class A-2, Grade No. 2
 2000 Rounds cartridges, pistol, ball, Cal. .45, M. 1911.
- (d) Allowance for 75-mm. Gun batteries which requires a separate requisition with a certificate of the battery commander that there is an adequate and safe storage place:
 100 lbs. powder, Army, black, Grade A-1 or B, saluting
 200 Primers, percussion, 49 grain, Mk. 1 (service primer)
- (e) The following will be issued, *if desired*, upon a separate requisition which must be accompanied by a certificate from the Field Artillery Instructor or other qualified officer of the Regular Army, giving a description of the magazine or storage place and stating that it affords ample protection for the ammunition and that in case of accident, surrounding buildings would not be endangered from explosion:
- For 75-mm. Gun batteries
 100 rds. shrapnel, fixed, common MKI, fuze, for 75-mm. Gun
- For 155-mm. Howitzer batteries
 100 rds. shrapnel, common MKI, fuze, for 75-mm. Gun
 100 charges, propelling, for 155-mm. Howitzer
 100 primers, percussion, 21 grain MKIIA for 155-mm. Howitzer
- For 155-mm. Gun batteries
 100 rds. shrapnel, common MKI, fuze, for 155-mm. Guns
 100 Charges, propelling, for 155-mm. Guns
 100 primers, percussion, 21 grain MKII, for 155-mm. Guns

Allowance of Field Artillery Ammunition for Target Practice. The following allowances of ammunition are authorized for target practice of Field Artillery organizations of the National Guard for the season 1922:

75-mm. Batteries

- 200 Rounds, Shrapnel, fuze
- 100 Rounds, Common Shell, H. E.
- 30 Fuzes, Mark III, Super-quick
- 60 Fuzes, Nondelay, Mark V
- 10 Fuzes, Short delay, Mark V
- 2000 Rounds, 30-30 Subcaliber Ammunition
- 1000 Rounds, 30-30 Automatic Rifle
- 2000 Rounds, Machine Gun
- 50 Rounds, Black Powder (for smoke bomb)
- 300 Primers for smoke bomb

155-mm. Howitzer Batteries

100 Rounds, Common shell, Mark I
100 Rounds, Shrapnel, fuze
30 Fuzes, Mark III, Super-quick
40 Fuzes, Nondelay, Mark IV
30 Fuzes, Short Delay, Mark IV
250 Primers
300 Propelling Charges
2000 Rounds, 30-30 Machine Gun
1000 Rounds, 30-30 Automatic Rifle
50 Rounds, Black Powder for smoke bomb
300 Primers for smoke bomb

NOTE. — The use of Mark III (Super-quick) fuzes with reduced propelling charges in the 75-mm. field gun is prohibited. (Cir. Letter No. 21, M. B., 1922.)

ALLOWANCE OF GASOLINE, OIL, AND GREASE

The following allowance of gasoline, oil, and grease are prescribed for all motor drawn organizations of Field Artillery:

Gasoline:

Battery	165 gallons per month
Headquarters battery	25 gallons per month
Service Battery	50 gallons per month
Battalion Headquarters and Combat Train	50 gallons per month

Tractor Oils and Motor Oils:

One-twelfth of above allowance of gasoline.

Grease:

Battery	15 lbs. per month
Headquarters Battery	2 lbs. per month
Service Battery	5 lbs. per month
Battalion Headquarters and Combat Train	5 lbs. per month

The allowances enumerated above are the maximum amounts authorized and are only intended for use for drill purposes. The amount required monthly may vary, but the total quantity for the year (excluding 15 days encampment for which special allowances should be included in the estimates submitted for said encampment) must not exceed 12 times the amount listed above unless the cost of the excess be met from funds other than Federal. The cost of gasoline, oil, and grease is chargeable against funds under the subappropriation "General Expenses, Equipment and instruction National Guard," apportionment "Equipment and Incidental Expenses," which funds are apportioned to the States and therefore, unless sufficient funds remain to the credit of the States under the subappropriation and apportionment cited, the necessary gasoline, oil and grease required for drill purposes must be obtained from funds other than Federal.

Before any expense of the nature in question can be incurred as a charge against Federal funds an estimate of the amounts required, together with the cost of same, at the beginning of each quarter, should be submitted to this Bureau for approval and reservation of the amount required, this action being necessary in view of the provisions of G. O. No. 20, War Department, 1921, that no expense shall be incurred until funds are reserved for the purpose.

If the expenses are authorized, the articles will be obtained by open market purchase to the best advantage of the Government, and payment will be made by the Property and Disbursing Officer of the State, if funds therefor have been placed to his official credit for the purpose. If the expenses are met from Federal funds a copy of this authority must be filed with the voucher on which credit is claimed for the payment.

No allowance can be authorized during the current year for other motorized equipment due to the limited amount of Federal funds appropriated by Congress.

The foregoing instructions are effective from and on February 1, 1922, and will remain in force until otherwise amended. (Cir. Let. No. 10, M. B., 1922.)

Allowance of Chemical Ammunition. The issue of chemical ammunition for training and target practice has been authorized to combat arms of the National Guard, as follows:

For each regiment of Infantry for demonstrations, and tactical exercises, annual allowances:

Smoke (W. P.) hand and rifle grenades 600

For each Organized Division:

Smoke candles 2000

For each Regiment of Infantry armed with 3-inch Stokes Mortars:

Live 3-inch Stokes smoke bombs (W. P.) 30

No issue will be made to Cavalry, Air-Service, Engineers or to the batteries in Coast Defenses. (Cir. Let. No. 79, 1920.)

Allowance of Loose Leaf Binders. Allowance is shown in Circular Letter No. 68, 1920, and one binder should be provided for each company and similar unit, but it will not be practicable to issue binders to individual officers. They can be obtained on requisition, a charge of \$1.00 per binder being made against the State allotment. (Cir. Let. 26, M. B., March 31, 1921.)

Requisition for Virus for Inoculation and Vaccination. Requisition for virus (for vaccination against typhoid fever, paratyphoid fever and smallpox) should be forwarded direct to the Militia Bureau when arrangement will be made with the Surgeon General for supply. (Cir. Let. No. 43, M. B., July 24, 1920.)

Arm Racks will not be furnished the National Guard by the War Department at the present time, except as a cash sale under the provisions of Section 86 of the National Defense Act approved June 3, 1916.

It is thought that all States should provide, at their own expense, adequate means for the safeguarding of arms when not in use, and it is urged that this be done. If any unusual conditions are present in a State where an exception to this rule would appear to be justified, statement to that effect should be furnished for consideration by this office. (Cir. Let. 16, M. B., March 14, 1921.)

Equipment of Company Field Desk. Each desk, field, company, is equipped with index division cards as follows: 12 cards, January-December (yellow); 31 date cards, 1-31 (pink); 25 cards, A-Z (blue), and 14 miscellaneous cards (pink) with headings as follows: Noncommissioned officers; mechanics; privates, 1 cl. privates; returns; clothing; horses; target record; memoranda; first year; second year; third year; fourth year; and fifth year, all with celluloid tabs. (Cir. Let. 169, W. D., 1921.)

Allowance of Band instruments for authorized bands. A set of band instruments and accessories consists of the following:

Band of 28 Men

Instruments (with case or cover):

- 1 piccolo, Db, Boehm
- 2 flutes, Boehm, 1 C, Db } for 1 man.
- 1 clarinet, Eb, Albert or Boehm.
- 2 clarinets, Bb, Albert or Boehm.
- 6 cornets, Bb (or fluegelhorns, Bb, in lieu of cornets).
- 1 saxophone, tenor, Bb.
- 1 saxophone, baritone, Eb.
- 1 bass, Eb, upright (helicon for mounted band).
- 1 bass, Bbb, helicon.
- 1 drum, snare
- 1 triangle } for 1 man.
- 1 cymbals, pair } for 1 man.
- 1 drum, bass
- 4 trumpets, Bb.
- 3 French horns (altos for mounted bands).
- 1 baritone or euphonium.
- 3 trombones, slide, Bb.
- 1 saxophone, alto, Eb.

Accessories:

- 2 batons, band leader.
- 2 beaters, cymball, hand.
- 1 beater, drum, bass.
- 1 beater, triangle.
- 1 book, set "Airs of All Lands," by J. P. Sousa (28 books).

- 1 book, "The Wind Band and its Instruments," by Clappe.
- 6 cans, oil, pocket.
- 56 cards, music, 10-stave, 5 by 7.
- 7 cases, reed, clarinet (6 Bb, 1 Eb).
- 3 cases, reed, saxophone (1 alto, 1 baritone, 1 tenor).
- 3 cleaners, rod, trombone, slide.
- 7 finishers, reed, clarinet.
- 1 bar, tuning, low pitch, 440-A.
- 1 instructor, clarinet, Langenus (6 books to set).
- 1 muffler and strainer, combination, drum, snare.
- 4 mutes (2 cornet, 2 trombone).
- 1 satchel, music carrying.
- 4 screw drivers, flute or clarinet.
- 2 screw drivers, saxophone.
- 1 sling, drum, bass.
- 1 sling, drum, snare.
- 1 spurs, drum, bass, set (2 to set).
- 1 stand, drum, bass, folding.
- 1 stand, drum, snare, folding.
- 7 trimmers, reed, clarinet (6 Bb, 1 Eb).
- 3 trimmers, reed, saxophone (1 alto, 1 baritone, 1 tenor).
- 1 tucker, spooning, drumhead.

(Cir. 169, W. D., 1921.)

Tools, band repair set, comprises the following:

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|--|--|
| <ul style="list-style-type: none"> 1 blowpipe, metal. 1 package borax, powdered (1 ounce in package). 1 sheet, cloth, emery, or sandpaper. 1 file, flat, tapered, 10½ inches long, with handle. 1 file, round, tapered, 8½ inches, with handle. 1 file, 3 cornered, tapered, 10 inches long, with handle. 1 lamp, alcohol, Lambert, No. 10, with rubber blowing tube. 1 mallet, wooden, small. | <ul style="list-style-type: none"> 1 pair pliers, flat, side-cutting, 4-inch. 1 pair pliers, round nose, 4-inch. 1 punch, center. 1 screw driver. 1 tube solderall, ready to use. 1 vise, Parker, No. 16. 1 coil wire, solder, silver. All of which are contained in a substantial fiber case. |
|--|--|

Pocket Wallet, repair kit, comprises the following:

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|---|--|
| <ul style="list-style-type: none"> 1 adjuster, needle spring. 2 strips cork. 1 lamp, alcohol, round, small, 2 inches high and ½ inch through. 1 pair pliers, flat nose, 4-inch. | <ul style="list-style-type: none"> 1 screw driver, small. 1 set pads, clarinet. 1 piece shellac. 2 sets springs, clarinet. |
|---|--|

(Cir. 169, W. D., 1921.)

Kit, flag, combination, comprises the following:

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|---|---|
| <ul style="list-style-type: none"> 1 case, canvas. 1 flag, red, white square. 1 flag, white, red square. | <ul style="list-style-type: none"> 2 flags, semaphore, standard, or 2 flags, semaphore artillery, to artillery organizations. 1 staff, 3 joint. 2 staffs, semaphore. |
|---|---|

Outfit, marking, model 1910, for stamping leather, contains the following:

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|---|---|
| <ul style="list-style-type: none"> Chest. Dies, stamping, for marking leather, set. When organizations are issued this equipment as part of the tools and accessories for a vehicle an additional outfit will not be supplied. | <ul style="list-style-type: none"> Figures, 1 to 8. Letters, A to Z, period, and comma. |
|---|---|

Outfit, marking, model 1910, for stamping metal, contains the following:

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|---|--|
| <ul style="list-style-type: none"> Anvil. Chest. Dies, stamping, for marking metals, etc. Figures, 1 to 8. Guides Nos. 1, 2, 3, and 4. When organizations are issued this equipment as part of the tools and accessories for a vehicle an additional outfit will not be supplied. | <ul style="list-style-type: none"> Letters, A to Z, etc., period, and comma. Mallet. Punch, perforating, for equipment tags. Screw, thumb. |
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Range, field, No. 1, complete, consists of the following:

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|---|-----------------------------|
| 1 Alamo attachment (2 pieces). | 3 knives, butcher, 8-inch. |
| 6 boilers. | 2 pans, bake. |
| 1 cleaver, 6-inch. | 1 pipe, smoke, elbow. |
| 1 dipper, ½-gallon. | 4 pipes, smoke, joints. |
| 1 dipper, quart. | 4 rests, pan. |
| 1 field range (1 body and 1 boiling plate). | 1 saw, meat, 15-inch blade. |
| 2 forks, meat, small. | 1 skimmer, large. |
| 1 grinder, meat. | 2 spoons, large. |
| 1 guard, tent, 6½-inch. | 1 steel, butcher's 10-inch. |

Range, field, No. 2, complete, consists of the following:

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|---|------------------------------|
| 2 boilers. | 1 pipe, smoke, elbow. |
| 1 dipper, ½-gallon. | 4 pipes, smoke, joints. |
| 1 field range (1 body and 1 boiling plate). | 2 rests, pan. |
| 2 forks, meat, small. | 1 saw, meat, 15-inch blade. |
| 1 guard, tent. | 1 skimmer, small. |
| 2 knives, butcher, 8-inch. | 2 spoons, small. |
| 2 pans, bake. | 1 steel, butcher's, 10-inch. |

Tools, saddler's, set and kit, comprise the following:

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| 1 awl, pegging. | 1 knife, saddler's, round, broad point. |
| 1 awl, scratch. | 1 knife, shoe, broad point. |
| 1 awl, seat, handled. | 1 knife, shoe, square point. |
| 12 blades, awl, harness, square shank 2 inches, assorted, sizes 43 to 48, inclusive. | 1 nippers, end cutting, 14-inch. |
| 2 blades, extra, with followers, for draw gauge. | 1 palm, sewing, leather. |
| 1 carriage, pricking, 3 wheels. | 1 pliers, saddler's flat nose, 6-inch. |
| 1 case needles, leather: | 1 punch, revolving, 6 tubes, Nos. 1 to 6. |
| Sacking, assorted, 12. | 1 punch, 1-inch. |
| Glovers, No. 3, 1 paper. | 4 punches, hand, round: |
| Harness, No. 4, 2 papers. | 1 No. 5. |
| Harness, No. 5, 2 papers. | 1 No. 7. |
| Harness, No. 6, 2 papers. | 1 No. 8. |
| 1 chest, saddler's, M. 1921. | 1 No. 10. |
| 1 clamp, stitching, to fit socket in chest. | 1 rule, steel, 3-foot, 6-fold. |
| 1 compass, 6 inches. | 1 screw driver, 3-inch blade, 8 inches over all. |
| 1 creaser, double, lignum-vitae. | 1 set, rivet, No. 9. |
| 2 dividers, 6-inch wing. | 1 shears, bent, 10-inch trimmers. |
| 2 edge hammer tools, 1 round, 1 square. | 1 shoe, square point. |
| 1 gauge, draw, brass, with 3 blades. | 1 slicker, steel. |
| 2 hfts, awl with wrench. | 1 stone, oil, mounted, 8 by 2 by 1 inch. |
| 1 hammer, ball pein, ¾-pound. | 2 thimbles, saddler's. |
| 1 hammer, riveting, ¾-pound. | 1 tool, claw. |
| 1 handle, peg awl, with wrench. | 2 tools, edge, No. 1 and No. 2. |
| 1 kit, tool, canvas, 18 inches, model 1921. | NOTE: 1 knife, splitting, may be added for garri-
son use when directed by C. O. |

From the above set will be taken the Saddler's Kit, which consists of the following articles to be carried in canvas tool kit by the saddler on the march:

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|------------------------------------|----------------------------|
| 12 blades, awl, harness, assorted. | 1 hammer, riveting. |
| 1 awl, pegging. | 1 knife, saddler's, round. |
| 1 awl, seat, handled. | 1 punch, revolving. |
| 1 edge, trimmer tool, round. | 1 set, rivet, No. 9. |

The saddler's chest and contents are carried in the battery wagon in animal-drawn artillery.

Tools, horseshoer's set.

- | | |
|---|---|
| 1 anvil, 40 pounds (carried outside of model 1921 chest). | 1 iron, clinching. |
| NOTE: 100-pound anvil may be issued by authority of the local commanding officer for Equipment B. | 1 kit, tool, canvas, 18-inch, model 1921. |
| 1 apron, leather, blacksmiths'. | 2 knives, horseshoeing, ¾ and ¾ inch. |
| 2 bags, canvas, for nails. | 1 nippers, cutting, 14-inch. |
| 1 chest, tool. | 1 pinners, shoeing, 14-inch. |
| NOTE: Model 1921, except when issued to pack outfits: substitute empire chest, model 1916, with canvas tool roll, model 1920. | 1 pritchel, ¾ inch hex. by 12 inches. |
| 1 chisel, handled, for cold iron, 1 pound 4 ounces. | 2 rasps, shoeing, 16-inch. |
| 1 creaser, steel handled. | 1 rule, steel, 3-foot, 6-fold. |
| 1 cutter, clinch, 6-inch (buffer). | 1 tongs, horseshoer's, 14-inch. |
| 1 file, flat, 12-inch, second cut. | 1 vise, clamp base, 2½-inch jaws. |
| 1 file, taper, three-cornered, 8-inch. | 1 wrench, screw, monkey, 8-inch. |
| 1 forge, portable, complete, including fire rake and shovel. | 1 whetstone, horseshoer's, 10-inch. |
| 1 hammer, shoemaker's, 1 pound 4 ounces. | NOTE: From the foregoing set will be taken the following articles, to be carried in canvas tool kit by the horseshoer on the march: |
| 1 hammer, shoeing, 10-ounce. | 1 cutter, clinch, 6-inch (buffer). |
| 2 handles, cold chisel, spare. | 1 hammer, shoeing, 10-ounce. |
| 1 hardie, ¾-inch shank, straight bit. | 1 nippers, cutting, 14-inch. |
| | 1 knife, shoeing. |
| | 1 rasp, shoeing, 16-inch. |
| | 1 pinners, shoeing, 14-inch. |

(Cir. 169, W. D., 1921.)

Chest commissary, comprises the following:

- 1 awl, lock-stitch sewing, complete.
- 2 blades, meat saw, 22-inch.
- 1 bolt, stove.
- 1 brace, carpenter's.
- 2 candlesticks, galvanized iron, spiked bottom and sides.
- 1 chest, commissary.
- 1 cleaver, 8-inch, cut.
- 2 drills, twist.
- 2 faucets, wood, 8-inch.
- 1 funnel, quart.
- 1 hammer, claw, and helve.
- 6 hooks, meat, for racks.
- 1 iron, soldering.
- 1 knife, butcher, 8-inch.
- 1 knife, butcher, 10-inch.
- 1 measure, liquid, quart.
- 6 needles, packing.
- 1 opener, box.

- 3 openers, can.
- 3 pencils, lumber.
- 1 pliers, combination.
- $\frac{1}{2}$ pound rosin.
- 1 saw, hand, crosscut.
- 1 saw, meat, 22-inch.
- 1 scale, beam.
- 1 scale, spring balance.
- 1 scoop, large.
- 1 scoop, small.
- 1 scraper, box.
- 1 screw driver.
- 1 shears, tinner's.
- 8 sheets, steel, 12 by 12 inches.
- 1 pound solder, prepared.
- 1 steel, butcher's.
- 1 tap borer.
- 1 wheel, carborundum, complete.

Allowance of Pin, poles, stoves, etc., for tents. The following table shows the number of pins, poles, and stoves (when prescribed) for each kind of tent:

Kind of Tent.	Pins.			Poles.							Stoves.				
	Large.	Small.	Shelter.	Pyramidal and tripods.	Ridge, jointed.	Ridge, regulation.	Ridge, tropical.	Shelter tent.	Upright, regulation.	Upright, small.	Shields, galvanized iron.	Stoves, regulation.	Stovepipe elbows.	Stovepipe joints.	Spark arrester.
Pyramidal.....	28	28	10	1	1	...	5	1
Shelter.....	2
Storage and fly.....	44	36	1	3	8	1	1	2	7	1
Wall, large, and fly.....	18	26	1	2	...	1	1	2	7	1
Wall, small, and fly.....	22	18	1	...	2	...	1	1	2	6	1

D. PROPERTY ACCOUNTING

Accountability

All military property issued to the National Guard as provided by law remains the property of the United States. (Par. 811, N. G. R., '22.)

United States property issued to a State for the use of the National Guard thereof cannot be loaned or used for any purpose other than that for which issued. (Par. 812, N. G. R., '22.)

System of Property Accounting. The system of property accounting provided for the Army of the United States by the War Department Special Regulations 120, 1921, applies to Federal property issued to States for National Guard use and purposes, except as otherwise provided by these regulations. (Par. 813, N. G. R., '22.)

Accountability and Responsibility Defined. Under the provisions of section 67, National Defense Act, United States property and disbursing officers are held "accountable" for all property issued their respective States and "responsible" for all property in their actual possession. They shall keep such records and make such returns and reports, concerning Federal property as may be required by the Secretary of War. Organization commanders are "responsible" to the State and Federal authorities for the property issued to their organizations, and "accountable" to the property and disbursing officer concerned for such property.

An accountable officer is relieved from responsibility for property when he issues same upon proper requisition. A responsible officer is not relieved from responsibility for property which has been issued to him until he has returned the property to the issuing officer, or has been relieved from responsibility by transfer of property to his successor, or by approved survey proceedings or other prescribed methods for release from property responsibility. (Par. 814, N. G. R., '22.)

All United States property must be accounted for on prescribed forms and records. All United States property unaccounted for to the War Department will when discovered be taken up and accounted for by the proper accounting officer. When discovered by officers not accountable for property or by enlisted men or civilian employees, they shall report the same as soon as practicable to the accountable officer, who will take it up and account for it. When for any reason the accountable officer cannot be communicated with or is not known to the officer or enlisted man or civilian employee, such officer, enlisted man, or civilian employee will notify the adjutant general of the State, who will see that the accounting officer is notified. (Par. 815, N. G. R., '22.)

Records Used in Accounting for Property

(a) The Individual Equipment Record, Form 637, A. G. O.

Each enlisted man entitled to individual equipment will be provided with an individual equipment card (Form No. 637, A. G. O.) which will be kept in the office of the company or detachment commander. Upon receipt of his equipment he will sign for it in place provided therefor, and will at all times be prepared to produce such equipment when called upon to do so. When articles are to be turned in (not in exchange for new) his immediate commander will deliver same to supply officer and obtain signed copy of receiving report from the receiving clerk. This receipt will show the name of the enlisted man, and will be filed in the organization until the next visit of the auditor, when it will be destroyed. *The receipting by the enlisted man for his individual equipment will not relieve the National Guard authorities from seeing that the equipment is not removed from the armory for other than military purposes.* (Par. 905, N. G. R., '22.)

Class of Property Entered. All property of any class issued to an enlisted man for his individual use, expendable articles excepted, will be entered on his individual equipment record, Form No. 637, A. G. O., under proper headings. (Par. 121, Spec. Regs., 57.)

Entries—

a. FOR PROPERTY ISSUED. (1) The following articles of equipment issued to an enlisted man will be entered on his *individual equipment record only*, and *not* on the property loan record; they will be dropped from all other property records.

(a) Equipment A and B, expendable articles excepted. Table I, Tables of Basic Allowances. (Cir. 152, W. D., 1920.)

All other articles issued to an enlisted man, expendable articles excepted, will be accounted for both on his individual equipment record and in the totals of the organization property loan records. The title to all property remains in the United States, and the soldier must produce the property charged to him when requested to do so by proper authority. (Pars. 64c, 73, 74, and 176c (3).)

(2) Property issued to a soldier, expendable property excepted, will be entered in one of the columns of the individual equipment record under the heading "Issued," and the date of the issue will be indicated by figures on the date line in the proper columns thus, "7-2-18." The issue will be attested by the initials of the witnessing officer. The receipt of the property by the soldier will be acknowledged in all cases by his initials at the foot of the column — for clothing on the line immediately above the line "Officer's initials," and for equipment on the line "Soldier's initials."

(3) The witnessing officer will draw a line through each blank space in the column under the particular class of property which is involved. If two or more blank spaces appear together, a continuous vertical line will be used, but if only one blank space is to be canceled a horizontal line will be used instead of the vertical line.

(4) It is neither necessary nor desirable to have a "balance" column after each issue.

(5) When clothing is first issued to the soldier the sizes that have been determined to be the proper ones will be entered in the column headed "Sizes." (Par. 73a; par. 1158, A. R.; par. 91, C. of O.)

b. FOR PROPERTY TURNED IN. (1) When property is turned in or otherwise accounted for the items will be dropped from the individual equipment record or property loan record or both, the action being supported by receiving reports, shipping tickets, reports of survey, I. & I. reports, or statement of charges, as vouchers. (Pars. 175b, 176f, 142, 178, and 160.)

(2) The items will be entered in a column under the heading "Turned in," the column being completed and initialed by the officer who received the articles turned in or who enters on statement of charges the articles lost, damaged, or destroyed.

(3) No record will be made of a transaction when an article is dropped and replaced by a like article at the same time on a requisition stamped "Exchanged" (Pars. 67 and 176d), or when the article is turned in temporarily for repair or renovation. The shipping ticket covering the transaction will be filed as in the case of other shipping tickets. (Pars. 117, 678, 685-687, 681-O, A. R., S. R. No. 77.) (Par. 122 Spec. Regs., '57.)

Transfer or Detachment. a. When a soldier is transferred or detached from his company the articles which the soldier is to carry with him (par. 122a), together with any missing articles of equipment for which he is indebted to the United States, will be entered in the first unused "Issued" column, which will bear the date of his change of status. Other articles for which he is responsible will be entered in the first unused "Turned in" column upon being turned in. This column will also bear the date of his change of status. Both "Issued" and "Turned in" columns will be initialed by the witnessing officer. The column showing the articles of clothing which the soldier is to take with him will be initialed by the soldier as provided in paragraph 124. Any other articles of equipment which the soldier takes with him, including missing articles for which he is indebted to the United States, will be recorded in a new "Issued" column under the proper heading as provided above in case of clothing. This column will be initialed as prescribed in paragraph 124. (Par. 681-O, A. R.)

INDIVIDUAL EQUIPMENT RECORD (Form 637 AGO)

(Note- Only the first page is here shown)

Form No. 637, A. G. O.

* REGIMENT.
* National Guard.

~~ARMY~~
~~REGIMENT~~

INDIVIDUAL EQUIPMENT RECORD

CLOTHING ACCOUNT

ARTICLES.	SIZE.	ISSUED.	TURNUED IN.
DATE LOANED.....	2/1		
Bags, barrack.....	/		
Belt, waist.....	/		
Blankets.....	/		
Brassards.....	/		
Breeches, cotton.....	/		
Breeches, woolen.....	34-29	/	
Caps, service.....	/		
Chevrans.....	/		
Coats, denim.....	/		
Coats, cotton.....	/		
Coats, woolen.....	38 L	/	
Cords, hat.....	/		
Drawers, cotton.....	/		
Drawers, woolen.....	/		
Gauntlets, winter.....	/		
Gloves.....	/		
Hats, denim.....	/		
Hats, service.....	7	/	
Laces.....	/		
Laces, shoe.....	7 1/2	/	
Leggins.....	34-30	/	
Neckties.....	/		
Ornaments, cap.....	/		
Ornaments, collar.....	/		
Overcoat, O. D.....	42 L	/	
Overboots, arctic.....	/		
Ponchos.....	/		
Shirts, flannel.....	15 1/2	/	
Shoes, gymnasium.....	/		
Shoes.....	9 E	/	
Slicker.....	Med	/	
Stockings, cotton.....	/		
Stockings, woolen.....	/		
Suspenders.....	/		
Trousers, denim.....	/		
Undershirts, cotton.....	/		
Undershirts, woolen.....	/		
	80 S	/	
OFFICER'S INITIALS.....	1310		

* Strike out words not applicable.

SMITH

JOHN A.

(Surname.)

(Christian name.)

(Army serial number.)

Pvt. Co. C, 1st Engrs. Mass. N.G.

(Grade.)

(Company and regiment or arm or corps or department.)

Write grade and organization with pencil and correct as changes occur.

(1)

2-6347

b. Articles of equipment which the soldier is ordered to take with him, other than clothing and equipment designated for his retention upon transfer by equipment tables will be entered upon a shipping ticket in duplicate and the receipt of the soldier obtained on both copies. One copy will be sent to the new station of the soldier with his equipment record; the original will be retained as a voucher to the property loan record from which the articles other than clothing and individual equipment designated for retention by the soldier upon transfer are to be dropped. In case of the transfer of several men, the articles of equipment described in this paragraph will be listed separately on the same shipping ticket, the receipt of each soldier being secured beneath the articles for which he is responsible. (Par. 176f.)

c. The individual equipment record will be forwarded with the service record to the soldier's new commanding officer.

d. When a soldier enters a hospital, entry will be made in pencil in a vacant "Turned in" column of his individual equipment record of the articles of public property collected and turned in to the supply sergeant. (Par. 188c.) Upon his return from hospital, the articles will be returned to him and the pencil notation erased from the individual equipment record. (Par. 125, Spec. Regs., 57.)

NOTE. — If no property or equipment is to be transferred with the man, his individual equipment record should nevertheless be accomplished and forwarded.

Filing. The individual equipment records will be filed in alphabetical order by grades, as in the case of the service records, in the loose-leaf binder provided. The file will be kept in the right upper section of the top of the field desk. (Par. 212.) (Par. 130, Spec. Regs., 57.)

Company Equipment Record for National Guard consists of:

The property loan record, Q. M. C. Form 7, 263B; and, according to the circumstances;
Copies of requisitions, Q. M. C., Form 160;
Copies of receiving reports, Q. M. C., Form 257;
Copies of shipping tickets, Q. M. C. Form 260.
Statements of charges, Form 601, A. G. O.
Copies of reports of survey, Form 196, A. G. O.
Over, Short and Damaged Report, Form 161, Q. M. C.

Property Loan Record, Q. M. C. Form 263B

The commanding officer of each company in the State will keep a property loan record (Q. M. C., Form No. 263) on which will be listed all Federal property in possession of the organization or unit. *All articles received by the organization or unit from the property and disbursing officer or from a shipping depot or arsenal direct will be entered on this record. Any articles returned by the organization or unit or dropped by survey will likewise be recorded, so that all times the record will indicate the balances on hand.* (Par. 903, N. G. R., '22.)

The property loan record is a continuing record in the company and will remain with the company upon change of station. The vouchers pertaining to each card will be kept with or in it until inspected by the zone property auditor.

All articles of equipment issued to a company will be listed on the property loan record. Each class of property will be listed separately under appropriate headings. In each class items will be listed in alphabetical order as they appear on the tables of basic allowances.

Upon demand of the auditor, the property officer of the unit must be prepared to show either the property entered on his property loan record, or a signed receiving report showing that it has been turned in to, or accounted for, by some supply officer, or a survey report showing that he has been authorized to drop it.

Transactions will be recorded on the property loan record from time to time as they occur, the record being kept complete and up-to-date at all times. If, under any item, all the spaces for recording receipt or return are used, when the next transaction occurs the item will be checked thus (V) and transferred to the end of the list where the record will be

PROPERTY LOAN RECORD

QUARTERMASTER PROPERTY

ORGANIZATION ACCOUNT COMPANY W.A. LATENGINERS, ILL. I.G. STATION PEORIA, ILLINOIS.

OR

INDIVIDUAL ACCOUNT OF _____

(Name)													(Rank)				(Official designation)			
ARTICLE	Date	S. T. or H. R. No.	Quantity Rec'd	Balance	Date	S. T. or H. R. No.	Quantity Rec'd	Balance	Date	S. T. or H. R. No.	Quantity Rec'd	Balance	Date	S. T. or H. R. No.	Quantity Rec'd	Balance				
1 AXES with helves	1921 3/10	RR 1	1	0	1															
2 BAGS, water sterilizing	3/10	RR 1	1	0	1															
3 *****																				
4 DESKS, company field & contents	3/20	RR 5	2	0	2															
" " " "	3/25	RR 1	0	1	1															
5 *****																				
6 PICKAXES with helves	3/23	RR RR	1	0	1															
" " " "	3/25	RR 7	1	0	2															
7 *****																				

continued. Whenever it becomes necessary to replace a sheet of the record the balances from the old record will be transferred to the first "Balance" column of the new record. The old record will be retained until inspected by the zone property auditor.

In posting items to the property loan record it will be borne in mind that the columns under the heading "Quantity Rec'd" are debit columns and those under "Quantity Ret'd" credit columns. (Par. 63, Spec. Regs., 57.)

NOTE. — Cir. 377, W. D., 1919, is superseded by Cir. 169, W. D., 1921.

SHIPMENTS AND ISSUES OF PROPERTY

(a) **From Depot direct to Organization.** Where property is to be shipped to an organization direct from a depot or arsenal, 10 copies of shipping ticket, Q. M. C. Form No. 260, shall be prepared and routed as follows:

6 copies to consignee.

1 copy to the property and disbursing officer of the State in which the organization is located.

1 copy to the finance officer of the corps area in which consignee is located.

1 copy filed as a temporary voucher to the property records of the shipper.

1 copy to Militia Bureau. (Par. 829, N. G. R., '22.)

(b) **Between P and D Officer and Organization.** Where property is to be shipped by a property and disbursing officer to an organization, or by an organization commander to a property and disbursing officer, three copies of shipping ticket, Q. M. C. Form No. 260, shall be prepared and routed as follows:

2 copies to consignee.

1 copy filed as a temporary voucher to property records of the shipper. (Par. 830, N. G. R., '22.)

(c) **From Organization direct to Arsenal or Depot.** When property is shipped by an organization direct to an arsenal or depot, seven copies of shipping ticket, Q. M. C. Form No. 260, shall be prepared and routed as follows:

3 copies to consignee.

1 copy to the finance officer of the corps area in which consignee is located.

2 copies to the property and disbursing officer.

1 copy filed as a temporary voucher to property records of the shipper.

Of the two copies received by the property and disbursing officer, one will be retained and the other forwarded to the Militia Bureau. (Par. 832, N. G. R., '22.)

(d) **From One Organization to Another.** Where property is shipped or transferred from one organization commander to another, five copies of shipping ticket, Q. M. C. Form No. 260, will be prepared and routed as follows:

3 copies to consignee.

1 copy to property and disbursing officer.

1 copy as a temporary voucher to the organization equipment record of shipper. (Par. 833, N. G. R., '22.)

RECEIVING SUPPLIES AND PROPERTY

Procedure Upon Receipt of Property.

Upon the receipt of public property by an officer he will make careful examination to ascertain its quality and condition. Should he discover defect or shortage, or consider the property unfit for use, he will file an over, short or damage report or, as the facts may determine, apply for a survey to ascertain the facts and fix the responsibility. The same rule will be observed in regard to property damaged or missing while in store. (Par. 842, N. G. R., '22.)

When packages of supplies are opened for the first time, whether because of apparent defect or for issue, the officer responsible or some other commissioned officer will be present and verify the contents by actual weight, count, or measurement, as circumstances may require, and in case of deficiency or damage will make written report of the facts to the adjutant general of the State. If only the officer responsible be present and make the report, he will secure the sworn statements in writing of one or more civilians or enlisted men regarding the condition of the property when examined. Should a survey be ordered, the adjutant general of the State will refer to the surveying officer the report made by the examining officer, together with the sworn statements. (Par. 843, N. G. R., '22.)

Receiving Supplies.

A man should also be detailed to be present at armories, arsenals and storehouses to receipt for property delivered by carriers, as it is presumed the consignee in all cases receives notification either from shipping tickets from supply depots or otherwise in advance of actual shipments of supplies. (Cir. Let. M. B., No. 10 Feb. 14, 1921.)

Payment for Trucking of Federal Property. Where freight is received from a federal depot direct, the federal government will pay for the cost of trucking from the freight station to the company armory. Have the trucking company make out bills in duplicate with the following certificate on the bills:

"I certify that the above account is just and true and that payment for same has not been received.

JONES TRUCKING CO.
Per J. K. Jones, *Secretary.*"

The company commander will then fill out Public Form 330, Comptroller of the Treasury, placing thereon the certificate shown on model below. Of the three certificates shown on model below, the first is not on the printed form, while the others are on the form.

Public Voucher						
		etc.		etc.		etc.
		etc.				etc.
The United States,						
To Jones Trucking Co., Dr.						
Address: Medford, Mass. (Give street if any)						
Object	Date of	Article or Service	Quantity	Unit	Unit price	Amount
Symbol	delivery					
	or service					
	1922			100		1100
(leave blank)	Jan. 2	Hauling ammuni-	1100	lbs.	1.00	
		tion from				
		B and A Freight				
		Station to Medford				
		Armory				

I certify that these federal goods were received direct from a federal supply depot, and that———this bill is for delivery of same from the local freight depot to the company armory.

FRANK GIBBS,
Capt. 101st Engrs. Mass. N. G.
Total \$11.00

I certify that the above account is correct, and that payment therefor has not been received.

JONES TRUCKING Co.
Per J. K. Jones, *Secretary.*

I certify that the above articles etc. etc. etc.

FRANK GIBBS,
Capt. 101st Engrs., Mass. N. G.

Send the public voucher Form 330 with bills attached to A. G. O., Mass. for approval, from which office they will be sent to the P. and D. O. for payment.

Certificate on Shipping Ticket - When property is received by a property and disbursing officer or organization commander from a depot or arsenal, the quantities received shall be checked against the quantities listed on the shipping tickets and any discrepancies noted on the shipping ticket in red ink. The quantities actually received shall then be entered on the stock record cards or organization equipment record and one copy of the shipping ticket shall be filed as a voucher thereto. The other copies of the shipping ticket shall be completed by signing the following certificate on each.

I certify that the articles listed above in column "Shipped" have been received.
19.

Should any discrepancies be found, the words "except as noted" shall be inserted in the certificate and an over, short, and damaged report prepared as prescribed in paragraph 904. The signed copies of the shipping ticket shall then be distributed as follows:

(a) When the officer receiving the shipment is the property and disbursing officer, there will be five copies to be signed. Of these the three marked "Original," "Duplicate," and "Triplicate," together with an additional copy, will be returned to the consignor and the other signed copy will be forwarded to the Militia Bureau.

(b) When the officer receiving the shipment is an organization commander there will be five copies to be signed, which he shall forward to the property and disbursing officer. The property and disbursing officer upon receipt of the signed copies will make necessary notation on his copy of shipping ticket received from the consignor. The copies marked "Original," "Duplicate," and "Triplicate," together with an additional signed copy, will then be forwarded to the consignor and the other signed copy forwarded to the Militia Bureau. (Par. 835, N. G. R., '22.)

Shipping Ticket between P and D Officer and Organization. Where property is received by a property and disbursing officer from an organization commander, or by an organization commander from a property and disbursing officer, the verification of the shipment and notation of discrepancies shall be made in the manner described in paragraph 835. One copy of the shipping ticket shall be filed as a voucher to the property account of the receiving officer. The remaining copy shall be receipted and returned to the officer from whom the shipment is received, who shall file it in lieu of the unsigned copy previously filed as a temporary voucher. (Par. 836, N. G. R., '22.)

Shipping Ticket on Receipt at Depot. When property is received by an arsenal or depot from the United States property and disbursing officer or from a National Guard organization commander, two copies of the shipping ticket will be receipted and routed as follows:

- One copy to the property and disbursing officer.
- One copy to the Chief, Militia Bureau.

If the shipment was from an organization commander the property and disbursing officer, upon receipt of the signed copy of shipping ticket, will make necessary notation on the copy of the shipping ticket forwarded to him by the organization commander and he will then forward the receipted copy to the consignor. (Par. 837, N. G. R., '22.)

Shipping Tickets between Two Organizations. When property is received by an organization commander from another organization commander, the receiving officer shall, after verifying the quantities with the shipping ticket and noting any discrepancies on over,

short, and damaged report, enter the quantities received on his organization equipment record, file one copy of the shipping ticket as a voucher to his organization equipment record, sign the other two copies and forward them to the property and disbursing officer. The property and disbursing officer will retain one copy to be filed as a voucher to the issuing officer's organization equipment record, and forward the other copy to the consignor. (Par. 838, N. G. R., '22.)

Local Purchase of Forage. For procedure in case forage is to be purchased locally see par. 839, N. G. R., '22, and Circular Letter No. 16, 1922. Mil. Bureau. (Par. 839, N. G. R., '22.)

Receiving Reports for Supplies Purchased Locally. When property is received as the result of a local purchase four copies of the receiving report, Q. M. C. Form 257, shall be prepared, certified by the officer receiving the property, and routed as follows:

Three copies to property and disbursing officer.

One copy retained.

When the quantity of any particular article of expendable property purchased at any time for immediate consumption and not for stock does not exceed \$100 in value, the receiving report will bear the following certificate.

Expendable property listed hereon if for immediate consumption in current service in and will not be taken up on stock record cards.

The blank space will be filled in with a statement of the purpose for which the supplies are to be used, such as "Operation of motor trucks," etc. (Par. 840, N. G. R., '22.)

Importance of Shipping Ticket. Paragraph 920, of the National Guard Regulations, 1919, as amended by Circular Letter No. 63, of this office, dated September 13, 1921, is very specific in regard to this matter, and prompt compliance by PROPERTY AND DISBURSING OFFICERS and by COMMANDING OFFICERS OF NATIONAL GUARD UNITS with the provisions thereof is essential. The Secretary of War therefore directs that immediate steps be taken by you to insure compliance with the provisions of the regulation cited by all concerned. (Cir. Let. No. 77, M. B., Nov. 12, 1921.)

Failure to Return Shipping Tickets. In view of numerous complaints which are being received in this office almost daily from federal supply officers to the effect that they are unable to obtain receipted copies of shipping tickets covering stores issued to property and disbursing officers and to National Guard organization commanders in various states, attention is invited to Circular Letter No. 24 of this office dated April 27, 1920, in which you were requested to issue necessary instructions which would insure the prompt return to the issuing officer of a receipted copy of shipping ticket covering each shipment of federal property received in the State.

Paragraph 920 of the National Guard Regulations, 1919, is very specific in regard to this matter, and in view of the regulations requiring that a supply bureau or department have a receipted copy of the shipping ticket before reimbursement can be obtained for the stores shipped, the importance of prompt compliance with the regulation cited above by PROPERTY AND DISBURSING OFFICERS and by COMMANDING OFFICERS OF NATIONAL GUARD units becomes obvious.

In view of the above, request is again made that immediate steps be taken to see that signed copies of shipping tickets covering all federal property issued to the National Guard are returned to the consignor in each case without delay. It is also requested that a report of the action taken in this case be forwarded, together with information as to whether or not there exists any reason as to why the provisions of the regulation referred to cannot be carried out. (Cir. Let. No. 13, M. B., March 7, 1921.)

D. 1. DISPOSITION OF PROPERTY

Dropping from Records. United States property which has been issued to a State as a charge against Federal appropriations can only be dropped from the records of the property and disbursing officer in the state in five ways:—

First — By Survey proceedings as explained in regulations.

Second — By over, short or damage reports.

Third — By turning it into a Federal depot or arsenal.

Fourth — By transfer to the Federal service with the National Guard when called into Federal service.

Fifth — By certificate of expenditure.

NOTE. — An organization commander in order to clear his own property records must furnish the State property and disbursing officer with copies of the papers on which the company commander relies to clear himself of property so turned in.

A company commander may get clearance for property transferred to another organization, or turned in to a state arsenal or storehouse on proper authority.

Expenditure and Dropping of Property. Articles which are expendable and are expended in legitimate military use may be dropped upon certificate (on shipping ticket form) to that effect. If expended by an organization commander, he should furnish certificates in duplicate to the property and disbursing officer and the other copy will be forwarded by him to the Militia Bureau. A retained copy will be used by the commanding officer as a voucher for dropping the articles from his organization equipment record, and the copy retained by the property and disbursing officer will serve as his voucher for dropping the articles from his copy of the organization equipment record.

The various papers, on which property was received or dropped, should be filed numerically and all numbers of requisitions, shipping tickets, receiving reports, surveys, and over, short, and damaged reports must be accounted for. (Par. 865, N. G. R., '22.)

Dropping of Expendable Property.

Property authorized to be dropped as expended consists only of such articles as are by their use necessarily consumed, as rope, nails, forage, fuel, etc. (Par. 878, N. G. R., '22.)

Tent Pins Expendable.

Quartermasters are authorized to drop from their property accounts tent pins, and ax, pickax, and hatchet helms, upon officers' certificates that the articles have been worn out in service. (A. R., 1176, 1913.)

Expenditure of Coast Artillery Supplies.

Ammunition and cleaning material actually expended by the National Guard will be dropped from the property accounts of the coast defense supply officers on separate certificates of expenditure. Upon the completion of the exercises one copy of the certificate will be sent directly to the proper supply service as a basis for reimbursement. (Par. 12, G. O., 62, W. D., 1921.)

Publications Not Expendable.

Company and other organization commanders are authorized to destroy obsolete publications of the following nature, with the exception of one copy of each, which will be retained for future reference:

Drill Regulations.

Manuals of Arms.

Manuals of Guard Duty.

Rifle Marksmanship.

This authority will apply not only to the present but to the future, whenever new publications are received.

Publications, other than those listed in this paragraph, which are issued as a charge against Federal appropriations are not expendable property, and whenever the action of a surveying officer thereon becomes necessary a report should be made for the consideration of the Secretary of War. (Par. 879, N. G. R., '22.)

Disposition of Empty Cartridge Cases.

The adjutant general of each State will cause to be turned in to the Q. M. Corps all empty cartridge cases, empty packing boxes, bandoleers, and clips derived from the expenditure, in target practice and in competitions of small-arms ammunition issued to the National Guard by the Ordnance Department, and the Chief of the Militia Bureau advised of the fact. (Par. 900, N. G. R., '22.)

Empty cartridge cases and the empty receptacles named remaining on hand after the ammunition has been fired are the property of the United States, and any other disposition of such property than that indicated is illegal; but, as their original value was charged against the State's allotment, credit will be given each State for material so turned in according to rates in War Department orders issued from time to time. (Par. 901, N. G. R., '22.)

Form of Expenditure Certificate.

The certificate should be made out in quadruplicate; two copies for P. & D. officer, one for zone property auditor, and one for the organization records.

(Designation of organization.)
(Station.)
(Date.)

I certify that the several articles of U. S. supplies herein enumerated have been necessarily expended in the public service by this organization, as indicated in the column of remarks. That the total of such articles together with like articles entered and reported as expended in any other certificate or report, does not exceed the amounts specified in tables of expendable articles for the period covered by such reports.

No. or Quantity	Articles	Remarks

Signed
Captain Infantry
Commanding Co.
National Guard of

Use of Shipping Ticket for Dropping Expendable Articles. In dropping expendable items (except ammunition) from property loan cards, list the articles on duplicate shipping ticket and make the following certificate on the shipping ticket below where the articles have been listed:

"I certify that the above articles were expended during the period.....
19....to.....19....

Send one copy of the shipping ticket to the P and D. O., and file one copy as a voucher to the Property Loan Record, and send one marked "Property Auditor" through the State P and D office.

Use of Shipping Ticket for Dropping Ammunition. In dropping ammunition do as described above, but use the following certificate instead of the one given.

"I certify that the above ammunition was expended during the period.....
19.... to.....19.... in (insert here the purpose for which expended
such as target practice, guard duty, etc.) Authorized allowance for this period.....

It will be noted that this is a case where a shipping ticket is a credit voucher.

Procedure in Transferring Property where an officer Holding Property on Loan is Relieved.

When a successor is appointed to relieve an organization commander, a complete inventory of the property will be made. After inventory, a certificate on a receiving report blank will be prepared and executed in triplicate by the succeeding officer to the following effect:

I certify that I have this date received from....., 19.... predecessor,
all property enumerated on organization equipment record, as shown on the list of balances
attached hereto pertaining to....., including last debit voucher
No....., dated....., 19...., and last credit voucher No.....
dated....., 19....

(2) If a shortage is found in the property, the succeeding officer will enter the property actually received on organization equipment record in the next unused column (in present property loan record, Q. M. C. Form 263b or 263c, the next line will be used), and survey proceedings will at once be instituted to cover the shortage.

(3) The original copy of the receiving report will be filed with the organization equipment record, duplicate will be given to predecessor, and triplicate will be forwarded to the property and disbursing officer. (Par. 874, N. G. R., '22.)

Procedure when Property Received Checks Over, Short or Damaged.

(a) In the event of the receipt of a shipment which checks over, short, or damaged, according to the shipping ticket (Q. M. C., Form No. 260) made out by the supplying depot or arsenal, the consignee, if he be the property and disbursing officer, will fill out an original and four carbon copies of an over, short, and damaged report (Q. M. C., Form No. 261), the original and three copies of which will be forwarded by him to the depot or arsenal from which the shipment was received and the fifth copy retained by the property and disbursing officer for his files as a follow-up for the return of the claim. The officer on which the claim is made will after necessary investigation sign the original and two copies of the report, entering the money value thereon, and return the original and two copies to the supply bureau, department, or division which ordered the original shipment. The two copies will be forwarded by the supply bureau, department, or division, to the Chief of the Militia Bureau, who will retain one copy and forward the other to the property and disbursing officer. The copy received by the property and disbursing officer will be his clearance.

(b) Where an organization commander is the consignee, similar procedure will be followed, excepting that five carbon copies of the over, short, and damaged report will be made out by him, and the original and four copies forwarded to the supply depot or arsenal through the property and disbursing officer (who will retain one copy for his records), and the sixth copy retained for the files of the organization commander. The final action in the case, as indicated on the carbon copy returned to the property and disbursing officer by the supply bureau (through the Militia Bureau), will be noted by him on his retained copy of the original papers and the copy from which such notation is made will then be forwarded by the property and disbursing officer to the commanding officer of the organization which submitted the original over, short, and damaged report.

(c) The original over, short, and damaged report will be filed by the supply bureau, department, or division with the shipping ticket on which the claim is made.

(d) In the preparation of over, short, and damaged reports, cross reference should be made thereon to the original shipping ticket on which the shipment was received.

(e) In the event that, as the result of action on an over, short, and damaged report, neither the shipping depot nor the carrier acknowledges the claim, survey proceedings will be instituted at once by the State to fix the responsibility.

(f) In the event that a shipment from the property and disbursing officer to an organization commander is received over, short, or damaged, the organization commander should prepare an over, short, and damaged report and submit same to the property and disbursing officer, who will either approve it or disapprove it and notify the organization commander accordingly. If disapproved by the property and disbursing officer, a report of survey should be prepared by the organization commander and forwarded to the property and disbursing officer, who will add thereto all information on the subject in his possession and submit same to the Chief, Militia Bureau.

(NOTE. — Articles received and receipted for by the property and disbursing officer or organization commander are not necessarily in the amounts specified on the shipping ticket as shipped. The returned approved over, short, and damaged report is a clearance for the receiving officer for taking up the amount he actually received. The copy of the over, short, and damaged report retained by the shipping officer is his voucher for taking up or dropping the articles as the case may require.)

O. S. and D. Report in Other Cases. Whenever it is discovered that public property has been lost, damaged, or destroyed in any manner other than in the course of shipment, an over, short, and damaged report shall be prepared and the necessary correction made on the property records of the officer concerned, so that his property records will show at all times the actual balance of property on hand. The over, short, and damaged report shall be considered as merely a temporary voucher supporting such entries. Necessary action to initiate a survey, in order to fix responsibility for the loss, damage, or destruction, shall be immediately taken. (Par. 848, N. G. R., '22.)

D. 2. SURVEY REPORTS

Procedure when Property in the hands of an Organization is Lost, Damaged or Destroyed

Disposition and Replacement of Damaged Property, etc. All military property issued to the National Guard as herein provided shall remain the property of the United States. Whenever any such property issued to the National Guard in any State or Territory or the District of Columbia shall have been lost, damaged, or destroyed, or become unserviceable or unsuitable by use in service or from any other cause, it shall be examined by a disinterested surveying officer of the Regular Army or the National Guard, detailed by the Secretary of War, and the report of such surveying officer shall be forwarded to the Secretary of War, or to such officer as he shall designate to receive such reports; and if it shall appear to the Secretary of War from the record of survey that the property was lost, damaged, or destroyed through unavoidable causes, he is hereby authorized to relieve the State or Territory or the District of Columbia from further accountability therefor. If it shall appear that the loss, damage, or destruction of property was due to carelessness or neglect, or that its loss, damage, or destruction could have been avoided by the exercise of reasonable care, the money value of such property shall be charged to the accountable State, Territory, or District of Columbia, to be paid from State, Territory, or District funds, or any funds other than Federal. If the articles so surveyed are found to be unserviceable or unsuitable, the Secretary of War shall direct what disposition, by sale or otherwise, shall be made of them; and if sold, the proceeds of such sale, as well as stoppages against officers and enlisted men, and the net proceeds of collections made from any person or from any State, Territory, or District to reimburse the Government for the loss, damage, or destruction of any property, shall be deposited in the Treasury of the United States as a credit to said State, Territory, or the District of Columbia, accountable for said property, and as a part of and in addition to that portion of its allotment set aside for the purchase of similar supplies, stores, or material of war. *Provided further*, That if any State, Territory, or the District of Columbia shall neglect or refuse to pay, or to cause to be paid, the money equivalent of any loss, damage, or destruction of property charged against such State, Territory, or the District of Columbia by the Secretary of War after survey by a disinterested officer appointed, as hereinbefore provided, the Secretary of War is hereby authorized to debar such State, Territory, or the District of Columbia from further participation in any and all appropriations for the National Guard until such payment shall have been made. (Sec. 87, N. D. A.)

The net proceeds of the sale of condemned stores issued to the National Guard and not charged to State allotments shall be covered into the Treasury of the United States, as shall also stoppages against officers and enlisted men, and the net proceeds of collections made from any person to reimburse the Government for the loss, damage, or destruction of said property not charged against the State allotment issued for the use of the National Guard. (Sec. 88, N. D. A.)

Action of Responsible Officer when Property is lost, etc.

Whenever an officer of the National Guard who is responsible for United States property shall discover that any of such property has been lost, stolen, or destroyed, or has become unserviceable or unsuitable from use in service, or from any other cause, *he should report immediately the fact, through proper military channels, to the adjutant general of the State in order that the action of a surveying officer may be had at the earliest practicable date.* (Par. 849, N. G. R., '22.)

The Responsible Officer should prepare 5 copies of Report of Survey (Form 196, A.G.O.) (complete with list of witnesses, affidavits, etc.), which he should forward to the State, Adjutant General with a request that the action of a surveying officer be had at the earliest practicable date.

NOTE. — Survey Proceedings are covered in Par. 710-726, A. R., Par. 142, Special Regulations No. 57 and Pars. 842-856, N. G. R., '22.

The sample report here shown shows only that part of the Report of Survey filled out by the Organization Commander.

Condemnation of Property.

Federal property in possession of States, Territories, and the District of Columbia, which has become unserviceable, is not subject to condemnation upon *inventory and inspection reports*, but must be disposed of by survey proceedings. (Par. 847, N. G. R., '22.)

When to ask for Survey.

Action of a surveying officer or inspector for loss of or damage to public property will be requested by a responsible officer within 30 days after discovery of such condition, except in special circumstances, which will be explained by the officer in his certificate on page 2 of the report of survey. (Par. 723, A. R.)

Appointment of Survey Officer.

The surveying officer or officers detailed by the Secretary of War in each State, Territory, or District of Columbia will be so detailed or appointed from the officers of the National Guard of the State, or from officers of the Regular Army on duty with the National Guard thereof as instructors or, if neither an officer of the National Guard or the Regular Army detailed as instructor is available, by the detail of any available Regular Army officer. The detail or appointment as surveying officer an officer or officers of the National Guard or Regular Army on duty with the National Guard will not be changed except for reasons which appear to the War Department to be good and sufficient. Recommendations of officers of the National Guard for appointment as surveying officers of a State will be called for from time to time. An officer of the National Guard Reserve is not eligible for designation as a surveying officer. Opn. J. A. G., June 14, 1918.) (Par. 845, N. G. R., '22.)

Form to be used and Number of Copies.

(a) Reports of surveying officers will be made out in quadruplicate, on Form No. 196, A. G. O. (except in cases where a common carrier, or an individual other than the accountable officer is held responsible, when an original and five copies of the report will be prepared) and forwarded to the adjutant general of the State, who will in turn forward same to the Chief, Militia Bureau, with the recommendation of the governor thereon.

(b) Erasures, interlineations, or other alterations in the written matter will be initialed by the officer making them.

(c) The money total on each sheet in the column headed "Value" will be initialed by the responsible officer. (Par. 851, N. G. R., '22.)

When Instituted by Organization. When survey proceedings are instituted by an organization commander, report of survey should be made out as required by paragraph 851, with the exception that an additional copy should be prepared and all copies forwarded to the property and disbursing officer. When final action on the report of survey shall have been taken, the original and one copy will be returned by the Militia Bureau to the property and disbursing officer, who will retain the copy and forward the original to the organization commander to serve as the latter's voucher. (Par. 865, N. G. R., '22.)

Listing of Property.

The property pertaining to different staff departments will not be listed on the same report of survey, separate reports being required for each class of property. (Par. 716, A. R.)

Articles of engineer and ordnance property will be particularly classified for survey. (Par. 678, A. R.)

Company Commander Initiates Proceedings.

Officers responsible for property to be surveyed will in all cases furnish the surveying officer with original affidavits by themselves and by such witnesses as they may rely upon

to relieve them from responsibility, and sufficient duly attested copies of such affidavits must accompany the report. (Par. 850, N. G. R., '22.)

Signature on Certificates.

When any property is included that has been lost, destroyed, or damaged by means other than fair wear and tear in the service, the facts will be sworn to as provided for on page 2 of the report of survey. If the oath is subscribed to by the responsible officer the certificate need not be accomplished. If the oath is subscribed to by any other individual than the responsible officer the latter will accomplish the certificate. In case only property rendered unserviceable through fair wear and tear in the service is listed on the report of survey, a certificate only will be accomplished by the responsible officer; but the surveying officer will exercise great care in examining such property and will state in his findings whether he found its unserviceable condition to be due to fair wear and tear in the service. If he finds this not to be the case, he must fix the responsibility for such damage or loss upon the proper party. (Par. 682, Army Regs.)

Entries on Form.

When preparing the report of survey the initiating officer will enter quantity, name of article, and money value. Column B (Disposition) will be filled out by the surveying officer, using the abbreviations "D" (to be destroyed), "I" (to be held for inspection), "S" (to salvage officer), "C" (to be continued in the service). In column C will be entered items for which credit may be taken. In the column headed "Date and circumstances" the initiating officer will enter the date and a statement of the circumstances attending the loss, damage, or destruction of the articles surveyed, and, in the case of ordnance stores, the date of receipt. The statement *must be sufficient* to indicate the circumstances of loss or damage. The initiating officer will enter in the report of survey on the third line from the top the kind of property account upon which the property is carried, e. g., "Property Loan Record," or "Individual Equipment Record," of "Co. A, 65th Inf.," at the bottom he will enter after the word voucher the kind of property account. (Par. 711, Army Regs.)

Evidence required.

A surveying officer should elicit all evidence obtainable and should not limit his inquiries to affidavits or statements presented by interested parties, especially in cases of alleged theft or embezzlement, and he should not recommend the relief of officers or soldiers from responsibility unless fully satisfied that those charged with the care of the property have performed their whole duty in regard to it. He should hear in person or by deposition all persons concerned. Before relief from accountability will be granted on account of the loss or theft of small arms, conclusive evidence must be submitted with the report that every possible precaution had been taken for their safe-keeping. Evidence will be presented also to show what steps were taken for the recovery of lost or stolen property. (Par. 852, N. G. R., '22.)

Evidence in Case of Theft.

It will devolve upon the responsible person to furnish original certificates and affidavits to support his contention that he be relieved of the responsibility, together with such attested copies of certificates and affidavits as must accompany the survey. Where documentary evidence is submitted it will be marked "Exhibit A," "Exhibit B," etc. It will be so noted and referred to by the surveying officer in his report. All documentary evidence will be fastened between pages 2 and 3 of the report of survey. Where theft and embezzlement is involved the claim must be supported with special care. In every case all pertinent evidence must be made available so that the surveying officer will not be dependent upon the statements of interested parties; this is particularly necessary when, under paragraphs 683 and 685, Army Regulations, the officer is directly involved, whether the cause is avoidable or unavoidable. (Pars. A. R.)

REPORT OF SURVEY
(Form 196 AGO)

Page 2.

Page 2.

I do solemnly swear (or affirm) that the articles of public property named hereon were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.

John Doe
John Doe (Name.)
Pvt. Co. "D", 3rd Inf. N.Y.N.G.
(Rank and organization.)

Sworn to ~~before me~~ before me, and subscribed in my presence, this 30th day of March, 1921.

Guy Smith.
Guy Smith (Name)
Maj. 3rd Inf. N.Y.N.G.
(Rank and organisation) -

Summary Court
(Office)

I certify that the loss, destruction, damage, or unseviceability of the articles of public property named hereon was occasioned by unavoidable causes, and without fault or neglect on my part; [~~and that each article listed hereon, with a view of diminution by destruction, has been examined by me personally, has never been previously condemned, has become unseviceable in the manner cited herein, and is, in my opinion, worthless for further public use.~~ (Portion of paragraph in brackets to be canceled when not applicable.)

R. A. Perch
R. A. Perch (name.)
Capt. 3rd Inf. N.Y.N.G.
 (Rank and organization.) Responsible Officer.

Station _____, 19____. To _____,
who, by order of the Commanding Officer, is appointed surveying officer on the articles of public property
named hereon.

(Name.)

(Rank and organisation.)

Adjutant.

I have examined all available testimony in this case, and I have personally investigated the same, and it is my belief that _____

Evidence in Case of Small Arms.

When a survey is made on the loss of small arms the report must show, under "Date and circumstances," whether or not the arms were stored at the time of their loss in arm racks or lockers furnished by the Ordnance Department for their safe keeping or were being used at the time in the performance of military duty. In all cases the report must show clearly whether or not every reasonable precaution was taken to prevent the loss. (Par. 302 $\frac{1}{4}$, C. of O. 1916 Supl.)

Previous Condemnation. When property is presented to a surveying officer for condemnation, the officer responsible will certify in the inventory that the property has not been previously condemned. (Par. 861, N. G. R., '22.)

When the property has been previously surveyed, a statement to this effect will be included under "Date and circumstances" so that the surveying officer may consider previous reports of survey. (Par. 711, A. R.)

Infected Clothing. Clothing infected with contagious diseases may be destroyed prior to the action of a surveying officer, provided the necessity for such destruction is certified to by a competent physician or medical officer cognizant of the facts. Such certificate should set forth the facts and be made part of the subsequent survey proceedings. (Par. 866, N. G. R., '22.)

Survey of Public Animals. When horses purchased from Federal funds become unserviceable a survey will be prepared and forwarded to the Chief of the Militia Bureau for the action of the Secretary of War: (Par. 980, N. G. R., '22.)

Survey on Death of Public Animals. When condemned Regular Army animals issued to the National Guard, and animals purchased from Federal funds, die or are killed to terminate suffering or to prevent contagion a survey report and the certificates or affidavits required by Army Regulations, will be forwarded to the Chief of the Militia Bureau. When such animals become unfit for further use a survey report will be prepared and forwarded to the Chief of the Militia Bureau for the action of the Secretary of War. (Par. 981, N. G. R., '22.)

Action of Survey Officer.

The report of the surveying officer should show in detail opposite each article on his report in what respect the article is unserviceable or unsuitable. It will also indicate in each case, for the guidance of the Secretary of War, the disposition which, in his opinion, should be made of said property. Should the surveying officer recommend the sale of the property, the recommendation will state whether by auction or by inviting bids from dealers or others likely to purchase said articles and will give reasons therefor. (Par. 853, N. G. R., '22). In case any public property is rendered unserviceable through causes other than the ordinary incidents of service, the surveying officer should investigate fully the circumstances, report the facts, and if possible, fix the personal responsibility therefor. (Par. 857, N. G. R., '22.)

Favorable Action on Survey Proceedings. If it appears from such report that the property was lost, damaged, or destroyed, or became unserviceable or unsuitable, as a result of unavoidable causes, and that reasonable and proper care was exercised by the State to safeguard and protect the property concerned from loss, damage, or destruction, one copy of the report will be returned by the Chief of the Militia Bureau to the property and disbursing officer for the United States in the State through the Adjutant General thereof, with authority to drop the articles enumerated thereon from his property records and with instructions as to their disposition, by sale or otherwise. (Par. 862, N. G. R., '22.)

Certificate to Destruction of Condemned Property. If ordered destroyed, a certificate to the effect that the articles were destroyed in his presence will be furnished by

a disinterested officer of the National Guard, or by an officer of the Regular Army on duty with the National Guard of the State, and this certificate will be attached to the copy of the report of survey used as a voucher for dropping the property. For disposition of proceeds of sale of condemned property see paragraphs 756 and 757. (Par. 864, N. G. R., '22.)

Adverse Action on Survey Proceedings. If it appears from the report of a surveying officer that the property was lost, damaged, or destroyed as a result of avoidable causes and that reasonable care was not exercised by the State, Territory, to safeguard and protect the property concerned from loss, damage, or destruction, the adjutant general of the State will be so notified and directed to forward the necessary funds to cover the cost of the property. (Par. 863, N. G. R., '22.)

Responsibility of Company Officers. The responsibility of officers of the National Guard for damage to, loss, theft, or destruction of United States property issued to them by the property and disbursing officer for the United States in the State, must be determined by the proper authority in each State. The War Department, holds the State responsible for the payment of such charges as may be made for loss, damage, destruction, or theft of United States property, and under the law can look only to the State for payment. (Par. 805, N. G. R., '22.)

D. 3. STATEMENT OF CHARGES

Charges against Officers and Enlisted Men for Damage, etc., of Federal Property

If an article of United States property issued to the National Guard of a State, Territory, or the District of Columbia be lost, damaged, or destroyed by the negligence or fault of an officer or enlisted man thereof, he should pay the value thereof or the cost of repairs necessary to place the article in serviceable condition. The amount so charged the officer or enlisted man if not collected directly should be entered on the pay roll against any pay that may be due him or may subsequently become due him, the said amount being entered on the roll opposite the name of the officer or enlisted man so charged, but the amount so charged should not exceed the value of the article or cost of repairs, and only on conclusive proof the officer or enlisted man being informed at the time of signing the roll that his signature will be regarded as an acknowledgment of the justice of the charge. (Par. 858, N. G. R., '22.)

Articles to be charged against officers or enlisted men on the pay rolls of the organization should be entered on a Statement of Charges (Form 602, A. G. O.). At the end of the period to which the Statement of Charge pertains it should be filed as a voucher to the property records for the information of the auditor upon his next visit after which it may be destroyed. (See par. 160, Special Regulations, 57.)

Collection in Cash.

If a cash collection is made, the money must be deposited with the P. & D. officer who will transmit it to the proper officer and a copy of his receipt will be attached to the statement of charges.

Statement of charges, Form No. 602, A. G. O.—a. (1) If an article of public property is lost or damaged through fault or neglect of an officer or enlisted man he will pay the value thereof or the cost of repairs at such rate as may be determined by a survey of the property (par. 685, A. R.); or, if the person to be charged waives survey, the value thereof or cost of repairs will be charged to him.

(2) Articles of tableware and kitchen utensils damaged, broken, destroyed, or lost through carelessness of an enlisted man will be charged against his pay. (Par. 1178, A. R.)

(4) Whenever a report of survey recommends a stoppage against an enlisted man and the recommendation is approved, the appointing authority will cause a copy of the report to be furnished to the company commander, who will cause the amount to be charged against the soldier on a statement of charges, Form No. 602, A. G. O. Such charges will be made against the soldier on his pay card and the current pay roll of the company. (Par. 724, A. R.)

b. (1) The amount charged against an enlisted man on account of loss of or damage to Government property will not exceed the value of the articles or cost of repair. (Par. 686, A. R.)

(2) A charge will be made only on conclusive proof and not without a survey when the soldier concerned demands it.

(3) The soldier will be informed at the time of signing the pay roll that his signature will be regarded as an acknowledgment of the justice of the charge.

c. (1) All property, including clothing and individual equipment, will be entered on this form when first charged against the pay of enlisted men.

(2) A single statement of charges will be prepared at the beginning of each period. Entries will be made thereon from time to time as the occasion arises. Each class of property—e. g., quartermaster, ordnance, engineer, signal, medical, etc.—being listed separately thereon under appropriate headings.

(3) In the column headed "Cause of charge" will be stated whether the articles were lost, damaged, or destroyed; and if the charge is authorized by a report of survey (par. 142), the abbreviation "R. S." will be added.

(4) The initials in the columns provided for the purpose will indicate that the charge has been made against the soldier on his pay card and the pay rolls of the company.

(5) When a charge is made on the pay roll against the soldier, and not collected, entry of the charge will be made only once on the statement of charges, although the charge will appear on subsequent rolls.

(d. The statement of charges will be opened by the company or detachment commander on the day that the first charge for the period is made and closed on the last day of the period. (Par. 160, Spec. Reg., 57.)

Inventory of Ammunition and Property. A semiannual inventory, by lot number, of all ammunition on hand will be submitted, in triplicate, as of March 31 and September 30, on Ordnance Form No. 5953, through the adjutant general of the State and the corps area ordnance officer, to the Militia Bureau.

Complete, detailed and accurate inventories of property will be made by the officers responsible therefor at least once each year. Where the quantities of supplies on hand are large, a progressive inventory may be made, so that during the course of the fiscal year a complete physical check of all property on hand will be accomplished. (Par. 876, N. G. R., '22.)

Entry on Loan Record of Property that Changes its Nomenclature. Whenever it is desirable to change the nomenclature under which an article is carried on property records, or to account for property by individual items, which has formerly been accounted for as a complete unit or set of parts, or vice versa, an over, short, and damaged report shall be prepared and filed until the next visit of a property auditor. The former nomenclature and quantity shall be entered as "Quantity short" and the new nomenclature and quantity as "Quantity over." Where required by the number of items involved, lists may be attached to the over, short, and damaged reports. (Par. 877, N. G. R., '22.)

AUDITING PROPERTY ACCOUNTS

By whom made. The auditing of property accounts shall be controlled by finance officers of corps areas under the direction of the commanders of such areas. Corps area commanders shall cause the various property and disbursing officers and National Guard organization commanders within their respective areas to be visited at irregular intervals and their property records to be audited. Property and disbursing officers and organization commanders shall afford every facility at the armories, storerooms, and offices to enable the property auditors to make thorough and complete audits in all cases. (Par. 906, N. G. R., '22.)

Certificate of Audit. Upon completion of an audit, the auditor will prepare certificate of audit, Finance Form 0-12, in quadruplicate, and will forward one copy to the corps area commander, one copy to the officer whose accounts have been audited, one copy to the Chief of Finance, and one copy to the Chief, Militia Bureau. After an organization commander's accounts have been audited, a copy of the certificate of audit will be forwarded to him through the property and disbursing officer and the certificate of audit of the property and disbursing officer's accounts will be forwarded to him through the adjutant general of the State. If the audit is made at the time of a transfer, an additional copy of the certificate of audit will be furnished to the officer to whom the property is being transferred.

If through failure to maintain proper records or any other cause it should be impracticable to audit an account at the time of an auditor's visit for that purpose or if any irregularities or failure to comply with the instructions and regulations with regard to the care and accounting for property are observed by the auditor, he will report the same to the corps area commander, furnishing the officer whose accounts are being audited with a copy of the report through the adjutant general of the State and forwarding one copy to the Chief of Finance and one copy to the Chief, Militia Bureau. (Par. 908, N. G. R., '22.)

Remedy of Discrepancies in Property Account. On receipt by an officer of a copy of certificate of audit, Finance Form 0-12, or other report of a property auditor showing a discrepancy in his account or other irregularity as indicated above, he will immediately take steps to adjust such discrepancies and forward a report of the action taken by him to the corps area commander through the adjutant general of the State. (Par. 909, N. G. R., '22.)

Action on Discrepancies. On receipt by a corps area commander of a report of action taken to adjust discrepancies, he will forward same to the Chief of Finance, indicating by indorsement thereon whether the action taken is adequate in his opinion to properly correct the discrepancy or irregularity found and making recommendation for any further action required on the part of the War Department. The Chief of Finance will transmit the report, with any comment deemed necessary, to the Chief, Militia Bureau. (Par. 910, N. G. R., '22.)

Action if Discrepancies are not Adjusted. When a report of irregularities or discrepancies in a property account has been received by a property and disbursing officer and necessary corrections are not made within three months from date of such report or no satisfactory statement of the steps being taken to remedy such discrepancies furnished, the facts will be reported to the Secretary of War in order that no more issues of military stores may be made to that State until the errors or irregularities have been corrected or satisfactorily explained. (Par. 911, N. G. R., '22.)

TABLE SHOWING PROPERTY RECORDS OF ORGANIZATION COMMANDER

Form	Number of Form	Requisitioning Property	Receipt of Property		Disposal of Property		
			From P. & D. O.	From Supply Depots (Federal)	To P. & D. O.	Supply Depots (Federal)	Lost, Damaged, or Destroyed
Requisition	100 Q. M. C. .	If property is to be supplied by P. & D. O. from his storehouse make 2 copies: <i>Original</i> to P. & D. O. 1 <i>retained</i> . If property is to be supplied by Federal Supply Depot — Make 6 copies: <i>Original</i> and 4 <i>copies</i> to P. & D. O. 1 <i>retained</i>					
Property Loan Record..	203 Q. M. C. .		Post from Shipping Ticket.	Post from Receiving Report.	Post from Shipping Ticket.	Post from Shipping Ticket.	Post from approved Report of survey or from statement of charges if articles have been charged against officer or enlisted man on pay rolls.

Shipping Ticket.....	260 Q. M. C.	2 copies from P. & D. O. 1 of these received and sent to Z. P. A. 1 retained.	<i>Original (and as many copies as requested by shipper)</i> 1 to Z. P. A. 1 retained.	Make 4 copies. 2 to Z. P. A. 1 retained.	Make 7 copies. 3 to Consignee. 2 to P. & D. O. 1 to Z. P. A. 1 retained.	
Over, Short and Damaged Report.	261 Q. M. C.	Make 8 copies. <i>Original and 5 copies to P. & D. O. 1 to Z. P. A. 1 retained</i>			
Report of Survey.....	196 A. G. O.			Make 5 copies (also 5 copies duly attested of all affidavits included with the report) sent all to State Adjutant General and request the action of a surveying officer.
Statement of Changes. . .	602 A. G. O.			1 copy made out when articles are to be charged to an officer or enlisted man on the pay rolls.
Individual Equipment Record.	637 A. G. O. ...	1 copy made out for	or each enlisted man when he is issued		Field equipment.	Filed in company field desk.	

NOTE. Abbreviations: P. & D. O. — United States Property and Disbursing Officer.
Z. P. A. — Zone Property Auditor for the zone in which the organization is located.

E. CARE AND PRESERVATION OF PROPERTY

Lack of Care not tolerated.

Lack of proper care of Federal property will not be tolerated, and any loss, damage, or destruction of such property by reason of carelessness or lack of proper attention will result in the States concerned being charged with the value thereof, and the law which requires that such losses must be paid from State or personal funds will be strictly enforced. (Par. 794, N. G. R., '22.)

Protection from Fire.

Reasonable care as far as protection from fire is concerned will be considered as having been exercised only when every possible precaution in this regard has been employed. * * * (Par. 796, N. G. R., '22.)

Fire protection for all buildings in which material is stored, or horses kept, should be of the best, as the cost of Government property involved warrants the greatest care. (Cir. Let. No. 47, M. B., Aug. 6, 1920.)

Disposition of Empty Cases. For regulations concerning the disposition of empty cartridge cases, empty packing boxes, bandoleers, and clips, derived from the expenditure of small-arms ammunition issued to the National Guard by the Ordnance Department, see paragraphs 900 and 901, National Guard Regulations, 1922, and also Circular Letter No. No. 32, M. B., May 6, 1921. (on page 179 of this volume). (Par. 476, N.G.R., '22.)

The Loss of Small Arms. The loss of small arms, particularly revolvers, by the National Guard follows in a large measure from the failure to effectively secure this class of property from theft. When small arms are not in the possession of enlisted men for the performance of military duty, they are required to be locked in the arm racks or the arm lockers. The arm racks are intended for the safekeeping of the small arms in daily use by the organizations to which they have been issued, and the arm lockers for such arms as are not required to be issued frequently to enlisted men. (Par. 797, N. G. R., '22.)

When for any reason troops in the field are not permitted to be armed at all times, responsible officers will have the pistols safe guarded under conditions that will prevent their loss. (Par. 798, N. G. R., '22.)

Safe Keeping of Small Arms, etc.

Small arms, saddle blankets, time-interval recorders, cartridge cases, and small stores of like character, being articles of property which may be readily disposed of, accountable and responsible officers are required to take every possible precaution for their safe keeping. (Par. 809, N. G. R., '22.)

The National Guard of the several States is required to have the arm racks and arm lockers supplied by the Ordnance Department on hand for the safekeeping of the small arms issued to them and to see that every possible precaution is taken in this respect. (Par. 799, N. G. R., '22.)

Reasonable care will not be considered as having been exercised in the safe keeping of small arms and ammunition and their protection against loss, theft, or damage unless every possible precaution in this regard has been employed. The employment of watchmen or caretakers is essential in order to properly guard against losses of this character. (Par. 794 and 803, N. G. R., '22.)

Storage of Property.

The several States, are required to provide suitable armories for the safe keeping of property of the United States issued to them. (Par. 800, N. G. R., '22.)

Organizations of the National Guard, unless they are serving in the field, are required to store the property issued to them in the armories provided for the purpose. (Par. 801, N. G. R., '22.)

The keys of storerooms or chests will not be intrusted to enlisted men or civilians without great vigilance on the part of the accountable or responsible officer and a resort to every

possible and reasonable precaution, including frequent inspections, to prevent loss or damage. (Par. 808, N. G. R., '22.)

In view of the injurious effect of moisture and dust on the lenses of optical instruments such as range finders, field glasses, types C and EE, etc., they are required to be kept or stored under such conditions as will insure as much freedom from moisture and dust as can be obtained. (Par. 810, N. G. R., '22.)

Whenever any property is lost destroyed, stolen, or rendered unserviceable or unsuitable by reason of the fact that it has not been stored properly or that reasonable and proper care has not been exercised in regard to its safety or preservation, the United States considers that the State is responsible, under the terms of the law, for such loss, destruction, theft, unserviceability, or unsuitability. (Par. 795, N. G. R., '22.)

Care Exercised for Safety of Property.

Reasonable care cannot be considered as having been exercised for the safety of property when it appears that the loss, damage, destruction, or theft thereof was due to carelessness, willful neglect, or the failure to exercise ordinary foresight. (Par. 804, N. G. R., '22.)

Property in the Hands of Unauthorized Persons.

Whenever information is received that animals or other property belonging to the United States are unlawfully in the possession of any person the adjutant general will promptly cause proceedings to be instituted and diligently prosecuted before the court authorities for the recovery of the property, and, if the same has been stolen, for the arrest, trial, conviction, and due punishment of the offender and his accomplices. (Par. 806, N. G. R., '22.)

Upon satisfactory information that any United States property unlawfully in the possession of any parties is likely to be taken away, concealed, or otherwise disposed of before the necessary proceedings can be had in the civil tribunals for its recovery, the nearest U. S. District Attorney will be notified. Persons caught in the act of stealing United States property will be summarily arrested and turned over to the civil authorities for trial. (Par. 807, N. G. R., '22.)

Care and Repair of Property.

The various articles of ordnance property which are issued to the National Guard for the care and preservation of ordnance and ordnance stores are described in ordnance price lists and in pamphlets descriptive of the ordnance and ordnance stores for which the parts and supplies are required. In addition, these pamphlets and other manuals generally give detailed instructions in regard to the care and preservation of the articles described and referred to therein, and such instructions are made a part of these regulations. (Par. 885, N. G. R., '22.)

An officer in charge of United States property in use or in store will endeavor by timely repairs to keep it in serviceable condition. (Par. 835, N. G. R., '22.)

Repair of Ordnance Material at Station. Whenever any ordnance material is in need of repairs requiring the services of skilled mechanics of the Ordnance Department, the commanding officer of the organization will submit, through military channels, to the adjutant general of the State, a report describing in detail the character and extent of the repairs required and the cause of the damaged condition of each article. The adjutant general of the State, if the making of the repairs is approved by him, will forward the report directly to the corps area commander, with request that the repairs be made by the Ordnance Department, and their cost charged to the allotment to the State for that purpose under section 67 of the National Defense Act, provided sufficient unobligated funds remain to the credit of the State for that purpose. Upon receipt of such request the ordnance officer in charge will, by communication with the commanding officer of the organization, arrange for making the repairs at a convenient time, and inform the commanding officer of the organization of the probable number of men that will be required to assist the mechanic designated to make the repairs. The repairs generally will be made by skilled mechanics of

the Ordnance Department sent for the purpose, although if desired by the battery commander and approved by the ordnance officer, the work may be performed by the battery mechanic. If done by ordnance mechanics, the latter will report their arrival and departure in person to the commanding officer of the organization, who in the absence of an officer of the Ordnance Department, will supervise the work done by the mechanics, keep a record of the number of hours' work each day for each mechanic, and upon completion of the repairs will forward the time record to the ordnance officer in charge, with a statement showing the date and hour of arrival and departure of each mechanic and the manner in which he conducted himself while on duty. (Par. 886, N. G. R., '22.)

Hire of Labor. In case it should be impracticable for the commanding officer of the organization to furnish men to assist the mechanic or mechanics, the necessary labor will be employed by the corps area ordnance officer and the cost thereof charged against the allotment to the State, provided sufficient unobligated funds are available. (Par. 887, N. G. R., '22.)

When ordnance property can not be repaired within the organization or with the facilities available to the department or corps area ordnance officer, it will be shipped to such arsenal as the corps area ordnance officer may direct, approval being first obtained from the Chief, Militia Bureau, by the adjutant general of the State. (Par. 888, N. G. R., '22.)

All materials, tools, and supplies required in making repairs or alterations will be shipped to the commanding officer of the organization, who will be charged with their safe-keeping, and who will immediately report their arrival to the corps area ordnance officer. (Par. 889, N. G. R., '22.)

When necessary to ship materials, tools, or supplies to any organization for use in making repairs, or to ship any parts to an arsenal for repairs, that can not be made at the station of the organization, the shipment will be made under instructions from the ordnance officer of the corps area in which the organization is located. Optical instruments and other delicate instruments will be shipped by express, but all other shipments will be made by freight, except that mechanics' tools may be shipped by express when especially authorized by the corps area ordnance officer. (Par. 890, N. G. R., '22.)

Inspection of Ordnance Material, Field and Coast Artillery. The ordnance officer of the department or corps area will inspect the ordnance material in the hands of the National Guard once a year, and at such other times as the corps area commander may direct, or upon request from the adjutant general of the State, such material may also be inspected at any time by a representative of the Chief of Ordnance, the above authorized inspections being limited to available funds. In any case where conditions make such action preferable, the corps area ordnance officer may send one of his commissioned or civilian assistants to inspect in his stead. (Par. 881, N. G. R., '22.)

Upon receipt of orders to inspect the field artillery matériel in the possession of any State the inspecting officer will notify, through the commanding general of the department, the adjutant general of the State of his designation for the duty and the date upon which the matériel of each battery or headquarters organization will be inspected by him. At each inspection all ordnance matériel issued to an organization by the United States will be examined and maneuvered in such manner as will enable the inspecting officer to fully determine its condition. Whenever practicable, not to exceed two rounds will be fired from each field gun by the inspecting officer, the ammunition for this purpose being furnished by the United States. Commanding officers organizations and officials of the States should render such assistance as may be required by the inspecting officer in the performance of his duty, including the furnishing of details of men that may be needed for maneuvering, firing, dismounting, and assembling the matériel. (Par. 882, N. G. R., '22.)

Upon completion of the inspection of each organization the inspecting officer will submit a report in duplicate on the prescribed form to the Chief of Ordnance and the Chief of the Militia Bureau for reference through the adjutant general of the State to the commanding officer of the organization for the information of the latter, and for such action by the National Guard authorities as may be necessary in each case. The report will state in detail the condition of all parts of the ordnance equipment, and if defective in any way the character and extent of the repairs required and the causes of the defective condition of the equipment. (Par. 884, N. G. R., '22.)

Instruction in Care of Battery Equipment.

When a complete equipment of field artillery matériel is received by any battery of the National Guard, the commanding officer of the battery will promptly notify the adjutant general of the State, who in turn will report its receipt to the Chief of the Militia Bureau, in order that an officer of the Army may be sent by the War Department to instruct the personnel of the battery in the care, preservation, and use of the matériel. (Par. 883, N. G. R., '22.)

Care of Field Artillery Ammunition. In all cases where proper and safe storage is not provided for the powders and ammunition issued Field Artillery organizations as initial allowance, steps should be taken at once to have such powder and ammunition of all character sent to a State Arsenal or other designated place within the State for proper storage in a State magazine, which insures protection to the ammunition, and so constructed or located that in case of accident, adjoining buildings would not be damaged by the force of an explosion. (Cir. Let. No. 40, M. B., June 11, 1921.)

CARE AND REPAIR OF BAND INSTRUMENTS

Care of Wood wind Instruments.

1. A wood wind instrument is a complicated piece of mechanism and requires the same care as any delicate piece of machinery.

2. The best treatment for a new instrument is to use it sparingly at first, say every other day, wiping carefully after use. A small wet sponge should be kept in the case; this will moisten the wood on the outside, preventing it from shrinking.

3. The instrument should be oiled inside and outside at least once a week with a slight application of almond oil. It helps to keep the instrument clean, prevents the rotting of the wood, and from experience it is found that the instrument blows more smoothly and gives a richer tone. Care should be taken that the oil does not come in contact with the pads, as they will swell, rot, and cause air escapement.

4. All pads should be at least one-eighth of an inch from the keyholes, as they will otherwise draw the water into the holes.

5. If there is a keyhole that continually draws water, a small coating of vaseline should be applied inside the hole. This will prevent the water from entering.

6. The sudden exposure of any wood wind instrument to cold or heat should be avoided, as this is the chief cause of cracking.

7. It is impossible to obviate entirely the shrinkage and change of the wood. New wood often shrinks to such a degree as to put the key action entirely out of order. Such condition does not necessarily place the instrument out of commission. By removing the keys and carefully filing the posts or key shafting, all binding can be eliminated. Such work, however, should be done by an expert.

8. Should the keys stick, through neglect, the use of a screwdriver and a little oil (Three in One) for a few minutes on the screws and springs will undoubtedly remedy the difficulty.

9. If the joint rings become loose they can be forced on with a little paper under them. If this does not suffice, the ends should be placed in water two or three hours. This treatment also applies to bell rings.

10. A wood instrument, if not played on, will never crack no matter to what treatment it may be subjected, outside the use of force. The cause of cracking in most cases is that, when playing, the instrument is warm. This causes it to shrink on the outside and the saliva on the inside swells the wood, thus creating two forces opposed to each other. The inside moisture being stronger, the dry outside naturally gives way causing a crack.

11. It is extremely important that the barrel joint on a clarinet be kept loose and free, When a clarinet cracks, it usually does so in the upper joint, due to the fact that the barrel joint was allowed to set tight on the instrument.

12. After using, the bore and all joints should be wiped free from water. Three-in-One oil is good for keys. A little oil on a rag applied to the keys occasionally will also help to keep them clean and bright. Wood wind instruments should never be subjected to sudden changes of temperature.

13. All joints on flutes and piccolos should be thoroughly greased and the head joint stopper so lubricated as to make it movable at all times. Many flutists fail to recognize the importance of the stopper and are not cognizant of the fact that the correct tuning of all tones in the extreme high register is made by shifting this little accessory.

14. No guarantee can be given by anyone that wood wind instruments will not crack; much can be done, however, to prevent cracking.

Care of Saxophones.

1. Cork on mouth pipe extension should be kept well greased at all times. When placing mouthpiece on pipe, great care should be taken not to wrench or strain mouthpiece in such manner as would cause it to become unserviceable.

2. In placing and removing mouthpiece from instrument, care should be taken to observe that the set-screw which holds mouthpiece in place, is loosened before each operation.

3. All screws and long shaftings which hold key mechanism in place should be cleaned and oiled at least once a week.

4. Springs should be looked over daily and, where rust is found, removal thereof should begin at once. Emery cloth has been found very useful for this work. Springs should be oiled frequently.

5. Slow key action is very often attributed to a weak spring. When such is the case, a satisfactory stiffening can often be had by carefully bending the springs back in an opposite direction from which the key operates. If this is not found satisfactory, spring replacement becomes necessary.

6. Knocks and other disagreeable noises often appearing in key action can be corrected by replacement of cork padding under keys and levers. When action requires regulating, which condition is often brought about by wearing of key shafting, same can be accomplished by slightly moving inwardly posts to which keys are adjusted. Care, however, must be taken not to wrench posts loose from their sockets. Where shafting is worn to an appreciable degree, a small washer placed on the pin between shafting posts has often been found satisfactory.

7. Instruments should always be cleaned after using. This applies particularly to the mouthpiece.

CARE OF BRASS INSTRUMENTS

1. The mouthpiece should never be jammed into the mouthpiece branch. To do so, often results in split tubing. All valve slides, tuning slides, and other accessories required for adjustment of pitch should be kept in working order by using grease which is issued for this purpose.

2. The use of chisels, pliers or other metal instruments in removing finger buttons and valve caps, top or bottom, should be avoided. When valve caps stick, due to corrosion or other causes not produced by accident, the instrument should be placed in a position where hot water can be run over the cap. This application for a few minutes will cause the cap to loosen up, removal of which can then be easily accomplished.

3. No violence should be manifested in trying to remove valves that stick. To do so, destroys absolutely further use of the instrument. Application of hot water, as noted for valve caps, will in all cases produce the desired results. Valves should be removed and cleaned at least once a week. Care must be taken, however, not to use any substance that will cause friction, as to scratch a valve in the minutest way often causes it to stick and produce untold trouble.

4. When an instrument is to be laid away for any length of time, valve caps should be greased and a little oil, No. 2, which is issued by the Quartermaster Corps, rubbed on the valves, so that the instrument will be in working order when again called into service.

5. Instruments should be kept clean. A five percent solution of carbolic acid run through the tubing at certain periods will prove a great cleanser and sweeten up the instrument. No person, except the one habitually using the instrument should be permitted to use the mouthpiece. Failure to observe this rule often causes sore lips and other ailments. (Cir. Let. No. 8, M. B., Feb. 3, 1921.)

E — 3. MARKING PROPERTY

Marking Personal Equipment. Personal equipment stencils are no longer items of issue. These have been supplanted by metal tags for marking personal equipment.

The markings to be applied to individual equipment for the purpose of identification, as prescribed in paragraphs 257 and 295, Army Regulations, are indicated as follows:

1. Bayonet and bolo scabbards and similar articles are marked by means of the steel dies issued with the outfit for marking metal, the letters being placed upon the aluminum bushing at the mount of the scabbard, a slight interval being left between the company letter and the soldier's company number.

2. Textile articles of equipment are marked by means of a small metal tag, with three projecting prongs, which are to be inserted through the fabric and clamped securely over the washer.

3. For piercing the three holes in the fabric through which the prongs of the tag are inserted, there will be issued upon requisition, a perforating punch and metal-marking outfit, model of 1910. Any organization already in possession of such marking outfit will be issued the punch, upon requisition. This punch is so manufactured that it has three projecting lips that correspond to the three prongs on the tag. The equipment to be marked is to be placed on a wooden block and three holes punched into the fabric with the perforating punch, after which the tag can be easily inserted.

4. The present anvil issued with the marking outfit can be used as a base upon which to mark the tag after three holes, .1364 inches in diameter, have been bored in one end of the anvil to correspond to the three prongs on the metal tag. Before fastening the tag to the equipment it is to be placed on the anvil and in the space left for this purpose on the tag the company letter and the soldier's company number, with a slight space left between, are to be stamped by means of the steel dies issued with the metal marking outfit.

5. The location of the tags on the equipment should correspond as nearly as possible to the exact position where the equipment was marked by the old stencil method. The tags should not be attached to articles of equipment in the same place, if the stencil was on the inside and did not show. Such places where the stencil was on the inside, the tag should be reversed and shown on the outside, as the appearance of the tag is more desirable than the washer. An example of this is as follows: On the garrison belt for enlisted men the stencil was on the inside and no marking showed. If the tag were placed on the inside of the belt and the prongs pierced the fabric and clamped over the washer, the washer and prongs would show on the outside of the belt, which is not to be desired. The tag should be placed on the outside of the belt and the washer on the inside, next to the man's uniform. (Cir. Let. No. 46, July 28, 1920.)

Marking Motor Vehicles. In order to prevent their confusion with those in federal service, and in order to insure identification in case of accident, all motor vehicles issued to

the several States for the use of the National Guard will be plainly marked immediately on receipt in such a manner as to preclude all possibility of mistake as to where they belong. The mark will consist of a circle approximately seven inches in diameter circumscribing the approved abbreviation of the State named placed above the letters "N. G.", and this identifying symbol will be so placed on each vehicle as to be plainly discernible at a distance of at least thirty feet. (Cir. Let. No. 43, M. B., June 21, 1921.)

4 — CARE TAKERS AND OTHER PERMANENT PERSONNEL

Helpers for Public Animals.

Competent enlisted men may be detailed as helpers for each troop of cavalry, each horse drawn battery and each headquarters or service battery of field artillery, each engineer company or headquarters detachment, engineer regiment, each ambulance company, each signal company, each Howitzer Company, and each machine-gun troop and company of the National Guard by the company commander, for the care of the matériel and equipment and of the animals for which supplies are furnished from Federal funds, in a troop, a battery, a company, a squadron headquarters, a battalion headquarters, or a regimental headquarters. The men detailed as helpers must be duly enlisted in the company in which they are detailed, and may hold any grade or appointment pertaining to enlisted men in the organization to which they belong. At least one of the helpers in each battery must be skilled in the use of tools and must be familiar with the matériel and its repair and preservation, and one helper in each organization must be a qualified horse-shoer. Where no helper so qualified can be obtained shoeing for the authorized horses of the organization will be paid from Federal funds, in which case the vouchers must be accompanied by a certificate from the organization commander to the effect that it was impossible to obtain a qualified member of the organization to do the work. All helpers must understand stable duties and the care and training of horses. (Par. 938, N. G. R., '22.)

Compensation of Helpers.

Allotments will be made to the Property and Disbursing Officer of the State, from the appropriation under the Act of Congress, to compensate the men detailed for the care of animals, material and equipment, which are furnished from Federal funds, for each unit supplied with animals, not to exceed five men in each unit, at a monthly rate not to exceed:

A unit having 1 animal or less than 6	\$ 75.00
A unit having from 6 to 11 animals inclusive.....	150.00
A unit having from 12 to 17 animals inclusive.....	225.00
A unit having from 18 to 24 animals inclusive.....	300.00
A unit having from 25 to 32 animals inclusive.....	375.00

For a battery of horse drawn Field Artillery an allowance of \$75.00, in addition to the above for the care of the battery matériel issued to the battery. (Par. 939, N. G. R., '22.)

When the animals of several units are grouped in one stable, the allowance of helpers will be the same as for a single unit having the number of animals in the group. When the number of animals so grouped exceed 32, the allowance will be increased by \$75.00 per month for each 8 animals in excess of 32. *Provided* that the number of animals so grouped together does not exceed the authorized number for the combined units; and, *Provided further* that no unit will be permitted to maintain at Government expense, more than its authorized number of animals. When animals are issued to a Headquarters troop of Cavalry or a headquarters or service battery of Field Artillery, no allowance of animals will be made for regimental or battalion headquarters of the regiment to which the headquarters troop or battery belong. Each battery of Field Artillery, whether the animals of the organization are stabled separately or grouped with animals of other organizations, is entitled to the allowance of \$75.00 per month for the care of the battery matériel from the date of receipt of the matériel by the battery." (Par. 940, N. G. R., '22.)

Motor Mechanics for motorized organizations.

1. In order to properly care for the matériel, motor vehicles and equipment of Artillery batteries, Hospital companies, Ambulance Companies, and tank companies of the National Guard, competent enlisted men may be detailed as motor mechanics and assistant motor mechanics for the purpose of repairing, cleaning, painting and caring for motor vehicles, matériel, and equipment furnished from Federal funds. The men so detailed should be skilled in the use of tools and the upkeep of motors and artillery matériel. They

must be duly enlisted in the Company in which they are detailed, and may hold any grade or appointment pertaining to enlisted men in the organization to which they belong.

2. For this purpose allowances will be made at a monthly rate not to exceed:

For a headquarters battery of artillery, a service battery of artillery, a headquarters detachment and combat train, an ammunition train, infantry division, a transport company, corps artillery ammunition train, a machine-gun company of antiaircraft artillery, a hospital company, an ambulance company—one motor mechanic per organization at \$150.

For a battery of artillery, a searchlight battery of antiaircraft artillery, a tank company, one motor mechanic at \$150, one assistant motor mechanic at \$130.

3. No men will receive pay from Federal funds as motor mechanics or assistant motor mechanics unless motor vehicles, matériel and equipment have been issued to the organization in which they are detailed.

4. The assistant motor mechanics should be particularly charged with the care of, repair and upkeep of the artillery matériel.

5. Motor mechanics and assistant motor mechanics are expected to give not to exceed eight hours work per working day, exclusive of the prescribed drill and instruction hours with their organizations.

6. The use of tools, spare parts, matériel and supplies furnished from Federal funds, for the repair or upkeep of other than Government-owned vehicles is strictly prohibited. (Par. 987, N. G. R., '22.)

Airplane Mechanics in Air Units. (a) In order to properly care for the aircraft, engines, motor transport, and radio equipment of Air Service squadrons of the National Guard, competent enlisted men may be detailed as airplane mechanics and assistant airplane mechanics, for the purpose of maintaining the equipment furnished from Federal funds. The men so detailed must be skilled in the use of tools and experienced in the maintenance of aircraft. They must be duly enlisted in the squadron in which they are detailed and may hold any grade or appointment pertaining to enlisted men in the organization to which they belong.

For this purpose, allowances will be made at a monthly rate not to exceed:

For an Air Service squadron, one airplane mechanic expert at aircraft engine maintenance at \$150, one airplane mechanic expert at airplane rigging and upkeep at \$150, one airplane mechanic expert at radio installation, operation, and upkeep at \$150, two assistant airplane mechanics skilled in engine and airplane maintenance at \$130 each.

(b) No men will receive pay from Federal funds as airplane mechanics or assistant airplane mechanics unless aircraft and aircraft material is actually issued and is used by the organization to which they are detailed for drill and instruction.

(c) Airplane mechanics and assistant airplane mechanics are expected to give eight hours work per working day, exclusive of prescribed drill and instruction periods with their organizations.

(d) The use of tools, spare parts, material, and supplies furnished from Federal funds for the upkeep or repair of other than Government owned equipment is strictly prohibited.

(e) In connection with the employment of airplane mechanics and assistant airplane mechanics, the provisions of paragraphs 942, 955, 957, 962, 974, and 976 will also govern. (Par. 988, N. G. R., '22.)

Number that may be Detailed. Not to exceed five (5) in any one troop, battery or company, otherwise the number is limited only by funds available for payment. (Par. 929, N. G. R., '22.)

Compensation how Determined.

The rate of compensation from Federal funds for each enlisted man so detailed shall be fixed by the battery, troop or company commander, with the approval of the squadron or battalion commander, when the troop, battery, or company forms a part of an organized squadron or battalion, and by the troop, battery or company commander without the approval of higher authority when the troop, battery, or company does not form a part of

an organized squadron or battalion. In no case shall the compensation from Federal funds to the enlisted man detailed in one organization exceed the allotments therefor as fixed by the Secretary of War, and the number of men so detailed shall not exceed five for each company. (Par. 943, N. G. R., '22.)

Pay from other than Federal funds.

Enlisted men detailed as helpers, caretakers, mechanics etc., and paid may receive additional compensation from State, battery, troop, company, or private funds for the performance of additional duties, provided that such additional duties in no way interfere with the proper care of the matériel, animals, and equipment of the organizations. (Par. 942, N. G., R., '22.)

Requests for funds for the payment of helpers will be submitted as in the case of funds for other purposes, and such payments will be made by the United States property and disbursing officer of the State, Territory, or the District of Columbia concerned. Requests for funds should cover the monthly periods, and the estimate should show the stations of the units, together with information whether they are stabled separately or grouped. The organizations for which helpers are employed, the period covered by the request, the period for which funds were last supplied, the amount allotted during the preceding period, the number of horses in each place in the organizations for which supplies are furnished from Federal funds, and the balance on hand will be stated. (Par. 964, N. G. R. '22.)

Helpers will be paid monthly on War Department, Militia Bureau Form No. 19, amending same by eliminating the words "On target range," "Location of range," and "Number of targets;" also changing the title of the appropriation to read "Arming, equipping, and training the National Guard, 19—," sub-appropriation "Compensation of help for care of matériel, animals, and equipment." All the helpers employed in each troop, battery, or company stationed separately will be paid on one voucher, certified to by the troop, battery, or company commander. (Par. 974, N. G. R., '22.)

One Voucher for each Stable.

Where the animals of more than one organization are grouped in one stable all helpers employed for the organizations whose animals are so grouped will be paid on *one* voucher, certified to by the senior troop, battery, or company commander in the group when the commander of the squadron or battalion of which the organizations form a part is not present and by the squadron or battalion commander when he is present with the group. (Par. 991, N. G. R., '19.)

The following words will be added to the certificate at the bottom of the voucher: "that the total number of horses (or mules) cared for during the entire month in one place was; that they were used exclusively for Cavalry or Field Artillery, Engineers, sanitary organizations, signal organizations, or machine-gun troops; and that the men paid as helpers were actually enlisted in the organizations from which they were detailed." (Par. 976, N. G. R., '22.)

Absences on Leave or Otherwise of Caretakers, etc. Absence on account of sickness will be regulated by the State authorities.

Absence on account of sickness is limited to fifteen days per year so far as pay from Federal funds is concerned.

There is no provision for payment from Federal funds for leave (other than for sickness).

The animals and matériel must receive proper attention at all times, including holidays, Sundays, notwithstanding any absence of any caretaker, helpers, etc., on account of sickness.

The authorized allowances from Federal funds for pay of caretakers, helpers, machanicns, etc., must not be exceeded, even though any caretaker, helper, mechanic, etc., may be absent on account of sickness. (Cir. Let. No. 70, M. B., Nov. 13, 1920.)

Helpers at encampments. Helpers paid from Federal funds to care for animals or matériel, will be sent to camps with the animals or matériel of their organizations. (Par. 955, N. G. R., '22.)

F. PUBLIC ANIMALS

Number of Animals Allowed.

Funds allotted by the Secretary of War for the support of the National Guard shall be available for the purchase, under such regulations as the Secretary of War may prescribe, of animals conforming to the Regular Army standards for the training of the National Guard, said animals to remain the property of the United States and to be used for military purposes.

The number of animals so issued shall not exceed thirty-two for each battery of Field Artillery or troop of Cavalry, and a proportionate number for other mounted organizations, under such regulations as the Secretary of War may prescribe; and the Secretary of War is further authorized to issue, in lieu of purchase, for the training of such organizations, condemned Army animals which are no longer fit for service, but which may be suitable for the purposes of instruction, such animals to be sold as now provided by law when said purposes shall have been served. (Sec. 89, N. D. A.)

Private Animals used by Units.

Animals not issued by the Federal Government or purchased from Federal funds must be actually owned by the organization without reservation as to private use. They must be under the complete control of the troop, battery, or company commander, and without authority from the Secretary of War must not be withdrawn from such use till after 90 days from the date of notice of withdrawal. (Par. 948, N. G. R., '22.)

Whenever such animals are actually acquired by an organization and comply with the foregoing conditions, the instructor concerned on duty with the State is authorized, upon the request of the adjutant general of the State, to inspect the animals and stable facilities without extra expense to the United States. If approved by him, he will furnish the adjutant general of the State with the following certificate:

I certify that.....horses (or mules) owned by.....and in the
(Number) (Owner)
possession of....., conform to the specifications for horses (or mules)
(Organization)
for.....of the Regular Army; that they are suitable for the field service
(Arm)
of.....; and that adequate stable facilities are provided for these animals.
(Arm)

This certificate or copy thereof will accompany all requisitions for supplies and all requests for funds, whether for original or subsequent issues. (Par. 949, N. G. R., '22.)

Combining of Units.

When two or more mounted organizations are stationed in the same place, animals of the several organizations may be pooled for purposes of instruction and placed under the temporary control of the organization commander whose organization is to use them for drill. All animals pertaining to organizations where two or more troops of cavalry or batteries of artillery are stationed will be under the control of the senior officer for instruction purposes, who will prescribe the schedules for drill and allotment of animals. (Par. 958, N. G. R., '22.)

Mounted Drills.

* * * * * At least 90 per cent of the mounted drills and exercises must be devoted to the following instruction:

Cavalry.—The school of the trooper, squad, platoon, troop, or higher units, equitation and field training mounted.

Field Artillery.—Harness and draft, driving, and the evolutions and tactical use of field artillery with the carriages hitched.

Engineers.—Equitation and reconnaissance.

Ambulance companies.—The technical employment of transportation and equipment.

Signal companies.—The technical employment of transportation and matériel.

All drills of machine-gun troops and howitzer companies will be devoted to packing and the technical and tactical use of matériel. (Par. 957, N. G. R., '22.)

Riding for Pleasure Purposes.

Riding on the road by individuals for pleasure purposes not in connection with or as a part of an exercise ordered for training purposes will not be reported as instruction given and will not be credited as such. (Par. 959, N. G. R., '22.)

Public Animals at Encampments.

All animals for which supplies or helpers are furnished from Federal funds shall be sent, upon the order of the Secretary of War, at such times and for such periods as he may designate, to camps of instruction or to joint camps for the use of the National Guard for which they were issued, assembled thereat, without further compensation to the owners than the supplies and helpers furnished for them. (Par. 954, N. G. R., '22.)

Public Animals to Another State.

Public animals will not be sent outside of the State, Territory, or the District of Columbia for which they were furnished without the authority of the Secretary of War. (Par. 955, N. G. R., '22.)

DESCRIPTIVE CARD OF PUBLIC ANIMALS

Preparation. *a.* Organizations having responsibility for public animals will keep a descriptive card (Form No. 277, A. G. O.) for each animal. When an animal is received by the organization the descriptive card will be checked with the animal and any changes or discrepancies will be noted below the last transferring indorsement, accomplished in the organization transferring the animal. Notation of the new brands will be made on the card. (Pars. 1067, 1069, and 1070, A. R.)

b. If no card is received one will be prepared and marked "Temporary" at the top of the first page for use pending receipt of the original. In case a card has not been received with an animal, application will be made for the card from the place from which the animal was received, unless the animal has been newly issued through other than a responsible officer, in which case the organization commander will prepare the initial descriptive card.

c. The card, once prepared, will be transferred with the animal whenever responsibility or accountability therefor changes, new cards being appended when the transfer indorsements are exhausted on the original, so that the whole may be a complete history of the animal. The data on the front of the card describe the animal at the date when the first descriptive card was prepared for the animal. (Par. 76, Spec. Regs., 57.)

Descriptive cards (Form No. 277, A. G. O.) of all animals purchased from Federal funds or issued by the Federal Government will be kept and transferred with the animals. These cards will be furnished upon requisition, as in the case of other blank forms. Upon the death of a public animal the original descriptive card will accompany the survey report. Upon the sale of a public animal, pursuant to the approved recommendation of a surveying officer, the original descriptive card will accompany the report of sale. (Par. 946, N. G. R., '22.)

State or Privately owned animals. The inspecting officers will prepare duplicate descriptive cards (Form 227, A. G. O.) of each animal not issued by the Federal Government or purchased from Federal funds, and will forward one copy to the Chief of the Militia Bureau and file the other copy in the office of the district instructor of the arm to which the animal pertains. (Par. 951, N. G. Regs., '22.)

Filing. The descriptive cards of public animals will be filed in front of the guide card "Horses," in the miscellaneous tray of the company field desk. (Pars. 204 and 208.) Par. 77, Spec. Regs., 57.)

Final Disposition. When an animal is finally disposed of the "Final Disposition" will be filled in and the card filed with the property loan record until inspected by the zone property auditor. (Par. 1073, A. R.) (Par. 78, Spec. Regs., 57.)

Descriptive Card of Public Animals
Form # 277 A.G.O.

Face

Reverse

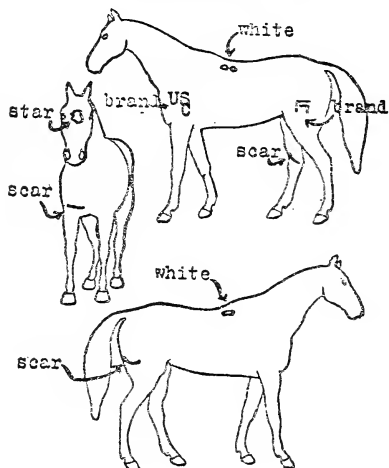
TEMPORARY

DESCRIPTIVE CARD OF PUBLIC ANIMALS.

(To be made on receipt of animal by organization; pars. 1069 and 1070, A. R., 1913.)

Organization Ha. Troop, 5th Cav. Texas, N. G.
Place San Antonio, Texas.
Date of receipt Nov. 3, 1920
Horse: Art'y, Cav. CAVALRY
Mule: Wheel, Load, Pack, or Riding WHEEL
Organization Hoof No. Left-Tex29, right-HQ5
Sex gelding Age 4 years.
Weight 900 lbs Color bay
Height 15 Hands 2 inches.
Remarks No card received w/ this
animal. This card prepared by
Capt. M. Smith Nov. 20/20

SPECIAL DESCRIPTION.



Form No. 277-A. G. O.
P. O. 442, 24-17-1,000,000.

1-13

Temporary SERVICE.

(1) Transferred from _____ (Organization.)
_____, (Place.) _____ (Date.)
to _____ (Organization.)
_____, (Place.) _____ (Date.)
_____, Commanding.

(2) Transferred from _____ (Organization.)
_____, (Place.) _____ (Date.)
to _____ (Organization.)
_____, (Place.) _____ (Date.)
_____, Commanding.

(3) Transferred from _____ (Organization.)
_____, (Place.) _____ (Date.)
to _____ (Organization.)
_____, (Place.) _____ (Date.)
_____, Commanding.

(4) Transferred from _____ (Organization.)
_____, (Place.) _____ (Date.)
to _____ (Organization.)
_____, (Place.) _____ (Date.)
_____, Commanding.

FINAL DISPOSITION.

Died _____, 19 _____, at _____
Cause _____
Inspected, condemned, and sold _____ 19 _____
at _____ Price, \$ _____
Cause _____
Remarks _____

2-110

Branding of Public Animals. Public animals issued to the National Guard or purchased from federal funds shall be branded on the left shoulder with one branding iron consisting of three letters as follows:

Cavalry and riding horses	U S C
Artillery and draft horses	U S A
Draft mules, wheel	U S W
Draft mules, lead	U S L
Pack and riding mules	U S P

Each letter of this brand shall be two inches in height. The letters shall be fixed in place on the iron so that there shall be an open space of three-quarters ($\frac{3}{4}$) of an inch between their nearest points.

Animals with organizations of the National Guard not in the Federal service shall be branded on the left fore hoof with the shortest abbreviation of the name of the State, followed by the organization number assigned to the animal by the responsible officer, and they shall also be branded on the right fore hoof with the designation of the organization to which they belong in the same manner as animals of the Regular Army. For example, the hoof brands on animals issued and assigned to Headquarters' Troop, Fifth Texas Cavalry, would be TEX 29 on the left hoof, and HQ 5 on the right hoof; to Battery B, 1st New York Field Artillery, NY 12 on the left hoof and B L on the right hoof. These letters and numbers shall be on the same line, three-fourths of an inch high, and blocked so as to penetrate the hoof one-sixteenth of an inch. (Par. 983, N. G. R., '22.)

Shoeing of Public Animals. It should be impressed upon all concerned that a mounted organization must have a duly qualified horseshoer and that the animals pertaining to the organization must be kept shod by him. He should be one of the helpers referred to in paragraph 938, National Guard Regulations. If the pay of horseshoer and as helper is not sufficient inducement to secure a competent horseshoer, additional pay should be provided from State, battery, troop, company or private funds. (Cir. Let. No. 41, M. B., July 23, 1920.)

Altering of Manes, Tails, etc.

Manes, tails, and forelocks of public horses will not be altered except by such reasonable plucking as may be necessary to prevent shagginess. (Par. 985, N. G. R., '22.)

Duties of Officers of the Veterinary Corps.

The duties of officers of the Veterinary Corps are for the most part to render professional services to such animals of the military forces as are entitled to veterinary treatment, coming within the scope of their training and their recognized functions in civil practice. (Par. 123, N. G. R., '19.)

Payment for Veterinary Services

Payment for veterinary services will not be made from Federal funds except when specifically authorized by the Secretary of War. Civilian veterinarians who receive pay from Federal funds under Sec. 90 of the National Defense Act, will be required to furnish the medicine necessary for treatment. (Par. 979, N. G. R., '22.)

Veterinary Service for Public Animals. Payment for veterinary services will not be made from Federal funds except when specifically authorized by the Secretary of War. It is not intended that civilian veterinarians be called to treat the ordinary injuries and ailments to which an animal is subject, but that the stable sergeant or one of his helpers should be competent to perform this duty. Only in extreme cases should the services of a civilian

veterinarian be used. Veterinarians who receive pay from Federal funds under the National Defense Act, will be required to furnish all necessary medical treatment of the public animals of their command. (Cir. Let. No. 41, M. B., July 23, 1920.)

Survey of Public Animals. When horses purchased from Federal funds become unserviceable a survey will be prepared and forwarded to the Chief of the Militia Bureau for the action of the Secretary of War. (Par. 980, N. G. R., '22.)

Survey on Death of Public Animals. When condemned Regular Army animals issued to the National Guard, and animals purchased from Federal funds, die or are killed to terminate suffering or to prevent contagion a survey report and the certificate or affidavits required by paragraph 1073, Army Regulations, will be forwarded to the Chief of the Militia Bureau. When such animals become unfit for further use a survey report will be prepared and forwarded to the Chief of the Militia Bureau for the action of the Secretary of War. (Par. 981, N. G. R., '22.)

Forage, Bedding, Supplies, etc.

Forage, bedding, salt, vinegar, horseshoes, horseshoe nails, blacksmith's coal, and veterinary supplies may be furnished upon requisition for animals for cavalry, field artillery, engineers, ambulance companies, field hospital companies, signal organizations, and machine-gun troops of the National Guard in quantities not to exceed those authorized for the Regular Army. (Par. 947, N. G. R., '22.)

When supplies and helpers may be Procured.

Supplies and helpers for animals for the National Guard may be procured from Federal funds when such animals are furnished, through issue to or purchase by a State or through purchase by a company, a squadron, a battalion, or a regimental headquarters. Before any allotments will be made from Federal funds for supplies for animals and for helpers to care for them it must be shown that organizations have been provided with suitable stable accommodations, and that animals for which expenditures are desired have been actually furnished to the organizations or are owned by them; that they will be used exclusively for Cavalry, Field Artillery, Engineers, ambulance companies, field hospital companies, signal organizations, or machine-gun troops or companies of the National Guard; and that they are suitable for field service of the arm to which they are supplied. (Par. 948, N. G. R., '22.)

Supplies will not be used for any purpose other than the maintenance of animals that have been approved by the War Department and that are used exclusively as stated in this paragraph, and helpers will not perform any duties other than those pertaining to the care of Federal property and animals for which supplies are authorized unless they receive adequate extra pay from other than Federal funds. (Par. 952, N. G. R., '12.)

Supplies for Privately Owned Animals.

Before issuing supplies, or funds for helpers, for animals not issued by the Federal Government or purchased from Federal funds the following agreement will be signed by the adjutant general of a State where ownership is vested in a State, or by the troop, battery, company, squadron, or regimental commander where ownership is vested in a troop, battery, or company, or a squadron, or regimental headquarters:

I hereby agree to accept as full payment for the exclusive use of horses
(or mules) described on the following list, for purposes by
(Arm) (Organization)
or by such other organizations of as the Secretary of War may direct,
(Arm)
the allowance of forage, bedding, shoeing, and veterinary supplies and the services of helpers furnished from Federal funds; and I further agree to send all of the following described animals to such camps as the Secretary of War may designate, for the periods prescribed by him, for the use of the National Guard, without other compensation than

the supplies and services above named; and I further agree that I will not exchange or withdraw any of the following-described animals from exclusive use for the purposes named within 90 days after giving due notice to the Chief of the Militia Bureau of an intention for such exchange or withdrawal; and I further agree that I will not hold the United States liable for any compensation for injuries or death which may occur to said animals while in use or in shipment for the foregoing purposes; and I further agree to sell the following-described animals to the United States, at prices to be fixed by the Secretary of War, at any time during the above-described use that the War Department may desire to make such purchases.

LIST.			
Animal.....	Age.....	Sex.....	Description.....
.....	
(Par. 952, N. G. R., '22.)		Owner.....

When to submit Requisitions for Supplies.

Requisitions for supplies should reach the War Department at least sixty days in advance of the period for which the supplies are required. (Par. 970, N. G. R., '22.)

Should supplies not reach organizations before the expiration of the period for which issues have been made, a request by telegraph should be sent to the Chief of the Militia Bureau for authority to make purchases in the open market until the supplies on the requisitions are received. Vouchers for such authorized purchases should be paid by the United States property and disbursing officer. (Par. 987, N. G. R., '19.)

Contents of Requisitions.

All requisitions for supplies and requests for funds will show the number of animals stabled in one place. Where original issues of supplies or funds are desired the requisition or the request will show the dates when the matériel or the animals were received by the organizations. (Par. 971, N. G. R., '22.)

Period of Requisitions.

Requisitions for supplies should include the quantities needed for the six months' periods ending December 31 and June 30, or the portions of those periods for which supplies have been furnished as authorized. (Par. 966, N. G. R., '22.)

Amounts on Hand to be Stated.

All forage, bedding, salt, vinegar, and shoeing and veterinary supplies on hand or due at the date of a requisition in excess of the needs of the period for which they were issued or authorized will be entered on the requisition and deducted from the amounts required for the period covered by the requisition. The number of animals for which supplies are required, the date to which they were last supplied, the period covered by the requisition and the shipping directions will be stated on the face of the requisition. All changes in the number of animals in each organization since the date of the last requisition, with the date of each loss or gain, will be entered on the requisition. (Par. 967, N. G. R., '22.)

Shipping Directions necessary.

If partial shipments are desired, the quantities in the different shipments and the dates when shipments are desired should be stated, together with the shipping directions. (Par. 963, N. G. R., '22.)

Allowances of Supplies for Public Animals.

Requisitions will be based upon the following allowances when organizations are not on field service:

- Oats, 10 pounds per day per horse.
- 8 pounds per day per mule.
- Bran may be substituted for oats in such quantities as are required.

Hay, 14 pounds per day per horse.

14 pounds per day per mule.

Straw, 100 pounds per month per animal

Salt, rock, 0.8 ounce per day per animal.

Vinegar, 0.1 gill per day per animal.

Front shoes, $2\frac{1}{2}$ pounds per month per animal.

Hind shoes, $2\frac{1}{2}$ pounds per month per animal.

Horseshoe nails, one-half pound per month per animal.

Blacksmith's coal, $1\frac{1}{4}$ pounds per month per animal.

Veterinary supplies, 40 cents per animal for three months.

(Par. 969, N. G. R., '22.)

Savings in Allowances accrue to U. S.

All Federal funds, animals and supplies will remain the property of the United States until duly disposed of. (Par. 973, N. G. R., '22.)

Careless Use of Supplies.

Should the supplies issued for animals become exhausted before the expiration of the period for which they were furnished they must be replaced from State funds. Where it appears that supplies are not properly used or where animals are not properly cared for, the allowances will be discontinued and the public animals will be withdrawn from the organization concerned.

When it becomes necessary to discontinue the allowances, the public animals and supplies on hand after the date of discontinuance will be disposed of as directed by the Secretary of War. (Par. 978, N. G. R., '22.)

Forage Requisitions. The Secretary of War directs that the attention of all States again be invited to the necessity for submitting requisitions for forage, bedding etc., *for public animals, at least sixty days in advance of requirements.* See paragraph 971, National Guard Regulations, 1922.

2. It is realized that unusual conditions affecting deliveries of public animals within the past year have made this requirement difficult to fulfil, but in all cases where animals have been previously furnished the provisions of this paragraph of the Regulations relative to forage and bedding should be strictly complied with.

3. Supplies of this character, being subject to deterioration, cannot be carried in stock and must be obtained in open market on bids submitted in accordance with circular proposals issued by the Quartermaster Corps. It will thus be seen that no shipments can be made on requisitions requiring deliveries to be made within ten, twenty or in some cases, even thirty days from the date of the requisition.

4. Attention is also invited to the fact that all forage requisitions should contain the following:

- (a) Date and serial number.
- (b) Explicit shipping directions.
- (c) Name of organization to which animals pertain.
- (d) Number of animals to be foraged.
- (e) Period for which supplies are required.
- (f) Date to which last supplied.
- (g) Quantities of supplies on hand *in excess* of requirements for the previous period.
- (h) Only supplies required *in addition* to the surplus on hand should be called for, the two amounts not to exceed the amounts prescribed in Regulations for the period for which supplies are requested.

5. The allowances are stated in Paragraph 955, National Guard Regulations, and this office is without authority to furnish any supplies to public animals in excess of these allowances. Greater care should, therefore, be taken to insure accuracy in the preparation

of these requisitions and they should be forwarded in ample time to permit the Quartermaster Corps to make purchases in accordance with their present method of procurement. (Cir. Let. 78, M. B. 1921.)

Requisitions for forage should be prepared in accordance with paragraph 969, National Guard Regulations, 1922, with the exception that the space on the form of requisition (Q. M. C. 160) "Quantity on hand" should be filled in, and the quantities desired should be indicated in column "required for." The headings in the paragraph referred to above, differ from those contained on the form of requisition now used. (Cir. Let. No. 10, M. B., Feb. 14, 1921.)

Form of Requisition for Forage and Supplies.

The issue of the following supplies is requested for the use of the National Guard of the State of Alabama to be shipped to Commanding Officer, Battery "A," Field Artillery of Alabama, Birmingham, Ala.

Required	On Hand or due in excess of needs to Dec. 31, '19	To be supplied	Articles
40,444	6,720	33,724	Oats, pounds
3,000	400	2,600	Bran, pounds
50,680	9,250	41,430	Hay, pounds
12,000	350	11,650	Straw, pounds
181	25	156	Salt, rock, pounds
11¼	.. .	11¼	Vinegar, gallons
100	25	75	Front shoes, No. 2, pounds
100	.. .	100	Front shoes, No. 3, pounds
100	15	85	Front shoes, No. 4, pounds
150	50	100	Hind shoes, No. 2, pounds
150	25	125	Hind shoes, No. 3, pounds
10	2	8	Horseshoe nails, No. 6, pounds
50	25	25	Horseshoe nails, No. 7, pounds
150	.. .	150	Blacksmith's coal, pounds
.....	Veterinary supplies \$.

Period: January 1 to June 30, 19 , 181 days.

Last supplied to include December 31, 19 .

Number of animals and changes since last requisition: Battery "A," 5 public horses, received November 6; 5 battery horses received September 7; 1 public horse died October 12. Battery B, 8 public horses received November 6; 2 battery horses received September 7; 1 battery horse withdrawn October 9. Total, 20 horses; stabled in one place.

Shipments to arrive: Forage and straw, one-third January 1, one-third March 1, one-third May 1. All other supplies, January 1.

I certify that the horses for which forage, bedding, salt, vinegar, and shoeing and veterinary supplies are required are actually furnished to the field artillery of the National Guard of Alabama; that they are suitable for the field artillery service; that they will be for the sole continuous use of the cavalry, field artillery, engineers, ambulance companies, field hospital companies, signal organizations, or machine-gun troops of the National Guard; that the forage, bedding, salt, vinegar, and shoeing and veterinary supplies furnished on this requisition will not be used for any other purpose than the maintenance of animals that have been approved and authorized by the War Department for the exclusive use of the National Guard; and that the quantities of all forage, bedding, salt, vinegar and shoeing and veterinary supplies on hand in excess of the needs of the organizations to December 31, 19 ., have been entered on the requisition.

Signed.....
Adjutant General.

Purchase of Forage. Circular Letter No. 83, Office of Chief, Militia Bureau, dated December 12, 1921, is hereby rescinded and the following will govern in lieu thereof:

1. When forage is supplied to National Guard organizations by purchasing officers of the Quartermaster Corps, U. S. Army, it is frequently advantageous for the procuring officer to purchase from local dealers at the points where the organizations are located, in order to get the benefit of local prices and to save time by eliminating shipment by rail.

2. In such cases local commanding officers will render all possible assistance to the purchasing officers of the Army, if request for such assistance is made, by obtaining quotations from local dealers and forwarding same to the officer of the Quartermaster Corps charged with making the purchase. If so requested, he will also take delivery from the local firm to which award is made, inspect same for quality and weight, and obtain bills in triplicate from the vendor, and forward the bills together with a certificate in duplicate that the supplies have been received in the quantity and of the quality specified, to the Quartermaster making the purchase. Each copy of the Vendor's bill will have the following certificate signed by the vendor, noted thereon: "I certify that the above account is correct and payment therefor has not been received."

3. The purchasing Quartermaster, under instructions from the Quartermaster General of the Army, will originate Receiving Reports, based on inspection certificates furnished by the National Guard officer, to account for the property and arrange for payment for same and will transfer the accountability for the supplies by means of Shipping Tickets to the Commanding Officers of the National Guard organizations concerned. The receiving officer of the National Guard will then accomplish and return without delay the shipping tickets as requested by the purchasing quartermaster and will originate Receiving Reports to be disposed of in accordance with the provisions of paragraph 920 (c) of the National Guard Regulations 1919.

4. When so requested, National Guard Commanding Officers will make emergency purchases of forage for Army purchasing officers. The procedure in such cases after delivery will be the same as outlined in paragraphs 2 and 3 above, relative to disposal of vendor's bills, rendering of Receiving Reports, etc.

5. Close cooperation between National Guard officers and purchasing officers of the Army is necessary to permit of prompt and economical supply; and the method outlined above, if carefully observed, will accomplish the desired result.

6. In case forage is not received by an organization by the time the horses have arrived, or before the supply of forage on hand is exhausted, a request by telegraph should be sent to the Chief, Militia Bureau, for authority to make purchases in open market, as provided in paragraph 839, of the Regulations cited above. (Par. 839, N. G. R., '22.) (Cir. Let. M. B., No. 16, 1922.)

ARTICLE V

Records, Reports, and Returns

A. THE COMPANY FIELD DESK

Use of the Field Desk Prescribed. (a) Except when a special field desk is prescribed for a staff corps or department, the company field desk, small, prescribed in equipment tables (see Manual for the Quartermaster Corps, Vol. II, Appendix, p. 269), will be used in all companies, troops, batteries, and detachments, in accordance with the methods prescribed in these regulations to the exclusion of all other containers for records. Two field desks, small, are issued to each company (Cir. No. 377, W. D., 1919). For convenience the two desks are hereinafter referred to as the company field desk A and the company field desk B.

(b) The service records (par. 203) and miscellaneous records (par. 204) will be kept habitually in their respective trays in the field desk A. The trays may be removed from the desk temporarily to facilitate work upon records, but upon completion of work the trays will be returned to the desk. The other contents of the field desk A, as provided for and described in this section, will be kept in the desk at all times, both in garrison and in the field. The five-year file and the permanent file will be kept in their respective trays in the field desk B. (Par. 199, Spec. Regs., 57.)

Company Field Desk A. (a) The company field desk A is a part of equipment A (Cir. No. 377, W. D., 1919) and will accompany the organization on all changes of station and in the field.

(b) When equipped for the field, the desk will contain the necessary office supplies (par. 218) and blank forms for a period of three months, and the records and incidentals essential to the administration of the company in the field.

(c) The lid section provides space for the loose-leaf binder containing the individual equipment records with a supply of Form No. 637, A. G. O.; the blank forms the disposition of which is not otherwise prescribed; and the regulations to be carried.

(d) The bottom section packed for the field will contain the service record tray and the miscellaneous record tray. These trays will contain that part of the live file which must be accessible in the field. (Par. 200, Spec. Regs., 57.)

Company Field Desk B. (a) Company field desk B is part of equipment B (Cir. No. 377, W. D., 1919), but will be permanently issued to and retained by the company. Upon change of station from one post or camp or station of a relatively permanent nature to another post or to a camp or station of a relatively permanent nature, the desk will be transported as freight. When the company takes the field, the desk and the records therein contained will be stored at the last permanent station of the company, at a mobilization or concentration camp, or such other place as may be designated by the division or department commander or higher authority.

(b) The field desk B will contain the five-year file (Par. 213) and the permanent file (Par. 215) one tray for each file, and such other books and manuals as are authorized to be carried and for which space is available in the desk (Par. 3 and Par. 216). (Par. 201, Spec. Regs., 57.)

Filing Cards. The filing equipment furnished for use in company field desks consists of:

(a) For use in the field desk A—

(1) Twelve month cards (yellow) and 31 date cards (pink) for use as a "Reminder" (Par. 205).

(2) Four cards headed respectively "Noncommissioned officers," "Mechanics," "Privates, first class," and "Privates," for use in the service-record tray (Par. 203).

(3) Three cards (pink) headed respectively "Clothing," "Horses," and "Memoranda," for use in the miscellaneous record tray (Par. 204).

(b) For use in the field desk B—

(1) Twenty-five alphabetical cards (blue); one card headed "Returns," for use in the permanent file (Par. 215).

(2) Six cards (pink) headed respectively "Target record," "First year," "Second year," "Third year," "Fourth year," and "Fifth year," for use in the five-year file (Par. 213 and Par. 214). (Par. 202, Spec. Regs., 57.)

Service Record Tray. (a) The service record tray will contain the service records of the men of the company subdivided under four heads in roster order by the guide cards "Noncommissioned officers," "Mechanics," "Privates, first class," and "Privates."

(b) Service records will be filed in the tray as follows: In front of the guide card "Noncommissioned officers" will be filed, the service records of the noncommissioned officers of the company in each grade, the records being filed in the order of the date of warrant; following the noncommissioned officers and in front of the guide card "Mechanics" will be filed the service records of the cooks, mechanics, and buglers, in alphabetical order in each grade; following this group and in front of guide card "Private, first class" will be filed the service records of the privates, first class, in alphabetical order; following this group and in front of the guide card "Privates" will be filed the service records of the privates in alphabetical order. (Pars. 118 and 120.) (Par. 203, Spec. Regs. 57.)

Miscellaneous Record Tray. The miscellaneous record tray will contain the "Reminder," and the sections designated by the headings, "Memoranda," "Clothing," and "Horses," in that order, followed by the current correspondence book with document file, and current company council book with vouchers. (Pars. 206-210.) (Par. 204, Spec. Regs., 57.)

The "Reminder." The "Reminder" will consist of the month cards and date cards, which are placed in chronological order in the front of the miscellaneous tray, the month cards being in rear of date cards.

(a) The date cards will be rotated as follows: On the morning of January 2, the date card "1" will be placed in rear of month cards for "January" and in front of and next to the month card "February," the procedure being followed daily with the remaining date cards for the month in order, so that following the 31st of January the date card 31 will uncover the January card. The former will be filed in rear of date card 30 and in front of month card "February," and the January card will be filed in rear of month card "December," leaving the "Reminder" for the month of February set up in normal order with the blank daily report books for the month presented for use.

(b) In setting up the "Reminder," the morning report (Par. 22), daily sick report (Par. 27), and duty roster (Par. 33), for the current month will be filed in the front of the "Reminder" section; and supplies of these blanks for the ensuing quarter will be filed in similar sets in front of the next three month cards. A complete set of these blank forms will be obtained by each company from the adjutant on the first of each month so that the desk will always have a quarterly supply of reports and blank forms on hand.

(c) Blank forms for requisitions, special reports, and returns, normally rendered on a specific date, will be filed in front of the date card of the day on which preparation is to be effected.

(d) A complete set of reminder slips for use in the "Reminder" should be prepared. These slips should anticipate all the items of administration in the company in time for their accomplishment and should be prepared of size 3½ by 8 inches. An example of such "Reminder" slips follows:

REMINDER. Articles 1, 2, and 29, 54 to 96, inclusive, and 104 to 109, inclusive, will be read and explained to every soldier at the time of his enlistment or

Jan. 1st. muster in, or within six days thereafter, and *will be read and explained once every six months* to soldiers of every garrison, regiment, or company

Jul. 1st. in the service of the United States. (110 A. W.) The articles of war are published in the Manual for Courts-Martial, page 305.

Mar. 25th. Select a noncommissioned officer of the company to act as a member

Jun. 25th. of a subcommittee of noncommissioned officers to carry out the provisions of Post Exchange Regulations. (Page 15k S. R., No. 59.)

A call should come from post or regimental headquarters for the name

Dec. 25th. on the last of the month.

(e) The "Reminder" will also be used as a live file for papers destined for the five-year file or permanent file, but whose disposition in these files is to be postponed until the papers cease to be of current import. Such papers should be filed in front of the index card of the month on which they are filed, and moved to the back of the "Reminder" with it. When the card next appears a year later the papers filed with it will be placed in the permanent file; or in the first year section of the five-year file until the 1st of January when they will pass into the second year section. If it is desirable that a paper be retained in the "Reminder" for a lesser period, it should be filed with the card for the month when its disposition in the five-year or permanent file is desired. It will be seen from the above that the live file in the "Reminder" is supplemented in the case of papers for the five-year file by the first-year section of that file, in which papers remain from the time they leave the "Reminder" until the succeeding 1st of January. (Pars. 22, 27, 33, 36, 49, and 100.) (Par. 205, Spec. Regs. 57.)

Memoranda. In front of the guide card "Memoranda" will be filed memoranda, the filing of which is not directed elsewhere. (Par. 206, Spec. Regs., 57.)

Clothing. In front of the guide card "Clothing" will be filed the retained requisitions for clothing (P. & S., Form No. 160), and individual clothing slips (Q. M. C., Form No. 165). These will be filed until checked by the auditor, when they may be destroyed. (Par. 75.) (Par. 207, Spec. Regs., 57.)

Public Animals. In front of the guide card "Horses" will be filed the descriptive cards of public animals (Form No. 277, A. G. O.) pertaining to the organization. (Par. 77.) If no use for this file is anticipated it may be replaced by other matter. (Accountability for such animals as are furnished to organizations not mounted by the supply company (T. of O.) will remain with the supply company which ordinarily retains the descriptive cards of the animals.) (Par. 208, Spec. Regs., 57.)

Correspondence Book and Document File. a. The current correspondence book and such part of the document file as will be taken when the company goes into the field, will be filed behind the above items in the miscellaneous tray. The closed correspondence books and their corresponding document files will be filed in the "permanent file" when they have ceased to be of current interest or importance. (Pars. 82 and 86.)

b. Before the yearly transfer to the permanent file all documents will be carefully examined and papers which have become obsolete or without permanent value may be destroyed. This elimination will be made by the company commander in person, who will check the correspondence book to which the documents pertain, striking out the word "Doc" in each case and inserting the date and his initial, e. g., "1-2-19, A. B. C." (Par. 85.) (Par. 203, Spec. Regs., 57.)

Company Council Book. *a.* The company council book, with current vouchers, will be filed behind the correspondence book in the miscellaneous tray. The closed company council books will be filed in the five-year file. (Pars. 96 and 213.)

b. When the company takes the field the last closed company council book and correspondence book, with its document file, may be taken in the miscellaneous tray if desired. (Par. 210, Spec. Regs., 57.)

Property Records. The property loan record, with its accompanying vouchers, i. e., shipping tickets, receiving reports, statements of charges, reports of survey, and inventory and inspection reports, will be filed in the lower left section of the top of the field desk together with a supply of each of these blanks. (Par. 70.) (Par. 211, Spec. Regs., 57.)

Individual Equipment Record. The individual equipment record (Form No. 637, together with a supply of each of these blanks. (Par. 70.) (Par. 211, Spec. Regs., 57.)

Individual Equipment Record. The individual equipment record (Form No. 637, A. G. O.) will be filed in the loose-leaf binder provided for the purpose. This binder with its contents will be kept in the right upper section of the top of the filed desk. Blank forms for these records will be placed in the binder behind the current records. (Par. 130.) (Par. 212, Spec. Regs., 57.)

Five-Year File Section. *a.* The division cards for this file consist of the "first year," "second year," "third year," "fourth year," and "fifth year" cards, devised to separate the papers to be retained for five years.

b. All papers destined for file in the five-year file, including sick reports, company range practice records, and company council books, when withdrawn from the live file (par. 205e) will be filed in front of the guide card "first year." The "target record" card follows the fifth year section.

c. On January 1 of each year the first-year card will be moved to the front of the five-year file, being replaced by the second-year card. The other year cards will be moved forward: third in place of second, fourth in place of third, fifth in place of fourth; so that on each January 1 after the fifth year of filing, the year's discard will be found in rear of the fifth-year card. The papers in rear of the fifth-year card will be removed and destroyed. In this manner all dead records will be automatically worked from the file (par. 281, A. R.), and the first-year card will be in place to receive the papers to be filed during the ensuing year. (Par. 213, Spec. Regs., 57.)

Target Record. In front of the guide card "target record" in the five-year file tray will be filed such individual records of company target practice as are prescribed in paragraph 101. When a soldier leaves the company permanently or at the expiration of his enlistment his retained individual target records will be given to him. The compiled records and reports of the company range practice for the current year will be filed in the "Reminder" until the next practice, when they will be filed in the first-year section of the five-year file. (Par. 102b.) (Par. 214, Spec. Regs., 57.)

The Permanent File. *a.* In the permanent file will be filed —

(1) The extracts from service records (Form No. 29a, A. G. O.).

(2) The closed morning reports (Form No. 332, A. G. O.), monthly roster of troops (Form No. 703, A. G. O.), and if rendered, company returns (Form No. 30, A. G. O.).

(3) All company orders, and documents of permanent nature but not of current importance.

(4) Completed correspondence books with their respective documents files.

b. The extracts from service records will be transferred from the individual record tray to the alphabetical section of the permanent file as directed in paragraph 120a.

c. The closed morning reports and company returns will be transferred from the "Reminder" section of the live file to the permanent file one year from date on which closed.

They will be filed in the permanent file in chronological order in front of the guide card "Returns" in rear of the alphabetical section. (Pars. 22 and 49.) (Par. 215, Spec. Regs., 57.)

Regulations, etc. *a.* Army Regulations, Extracts from General Orders and Bulletins, and Special Regulations No. 40, No. 56, No. 57, No. 58, No. 72, No. 77, and Cir. No. 377 (amended) and No. 498, W. D., 1919, will be carried in the lower right section of the top of field desk A. It is not contemplated that other books and manuals will be carried in this desk; they should be carried in field desk B as provided in paragraph 201. (Par. 216, Spec. Regs., 57.)

Blank Forms. *a.* Companies will procure their supply of blank forms from regimental or post headquarters.

b. A three months' supply will be kept in the company field desk A at all times. Company commanders will make monthly informal requests for blank forms required to replace those used from their three months' supply.

c. The blank forms carried in the company field desk A will be filed in the upper section and in the two record trays as follows:

(1) In the service record tray:

6 extract from service records (Form No. 29a, A. G. O.), filed in rear of guide card "Privates."

6 service records (Form No. 29, A. G. O.), filed in rear of the blank extract from service records.

(2) In the miscellaneous record tray:

4 morning reports (Form No. 332, A. G. O.).

4 sick reports (Form No. 339, A. G. O.).

4 duty rosters (Form No. 342, A. G. O.).

One each of these three forms for use during the current months are filed in front of the current date cards. One set is filed in front of the cards for the three months next succeeding the current month.

20 individual clothing slips (Q. M. C., Form No. 165), filed in front of and next to guide card "Clothing." (If the $4\frac{1}{4} \times 10\frac{3}{4}$ forms are used, they will be kept in the top of the field desk.)

(3) In the top of the field desk:

6 property loan record (P. & S., Form No. 263B).

6 requisitions (P. & S., Form No. 160, in duplicate).

6 receiving reports (P. & S., Form No. 257, in triplicate).

6 shipping tickets (P. & S., Form No. 260, in duplicate).

6 advices of soldier's allotment (Q. M. C., Form No. 8a).

10 charge sheets (Form No. 594, A. G. O.).

6 notices of discontinuance of soldier's allotment (Q. M. C., Form No. 39).

6 inventories of effects (Form No. 34, A. G. O.).

6 reports of survey (Form No. 196, A. G. O.).

10 soldier's allotments (Q. M. C., Form No. 38).

6 statements of charges (Form No. 602, A. G. O.).

6 reports of change (Forms No. 647a and 648a, A. G. O.).

6 company returns (Form No. 30, A. G. O.).

6 rosters of troops (Form No. 703, A. G. O.).

6 Record of Events (Form 43, A. G. O.).

These forms will be filed in the left lower section of the top of the field desk.

(4) In the back of the loose-leaf binder, in addition to current individual equipment records, will be filed:

10 blank individual equipment records (Form No. 637, A. G. O.).

The blank forms are filed in rear of the current records in the loose-leaf binder in the lid section of the desk. (Par. 212.) (Par. 217, Spec. Regs., 57.)

Stationery. The following supply of stationery will be carried in the field desk wherever space is afforded:

- 4 blocks, memo or scratch note,
- 1 book, duplicating, letter size,
- 2 quires, letter paper, typewriter,
- 24 envelopes, official,
- 1 gross bands, rubber, No. 18,
- 1 eraser, rubber, ink and pencil,
- 1 eraser, steel,
- 1 box fasteners, paper,
- 1 tin ink, black tablets,
- 1 tin ink, red tablets,
- 1 tube paste,
- 4 pencils, indelible,
- 2 pencils, lead,
- 1 pencil, colored (blue and red),
- 2 penholders,
- 12 pens, steel,
- 1 cone pin, office,
- 1 ruler, office, 12-inch,
- 6 blotters (4 by 9½ inch),
- 1 blotter (12 by 19 inch).

(Cut 1 inch from the ends of the 4 by 9½ inch blotters and file five of them in rear of the date cards transferred from the current month to rear of the month card and in front of the month card of coming month, where they will serve as a division between the two months. File the blotter in use with the daily reports in front of the "Reminder." Fasten a 12 by 19 inch blotter to the lapboard with thumb tacks.) (Par. 218, Spec. Regs., 57.)

Packing the Desk. a. To pack the records for moving, remove the loose block from the front of the tray, move the records forward against the front of the tray, loosen the thumbscrews of the compressor block at the rear of the records, move the block forward, compressing the record between the compressor block and the front of the tray (not too tightly), invert the front block and press it (wedgelike) between the compressor block and the records. The records are then snugly packed to prevent them from being dislodged and injured when the desk is handled.

b. Having compressed the records in the trays, turn the trays end for end in the desk, so that the weight of the records will not rest against the compressor block.

c. Having compressed the records and inverted the trays, place the lapboard, blotter side down, over the trays to protect the contents of the tray and serve as a buffer between the trays and the hinged lid of the top of the desk. When the desk is packed care will be taken to place the lapboard in position before closing the desk, because its omission may cause the hinge lid to break loose, since it is not intended to bear the weight of the records carried in the desk. (Par. 219, Spec. Regs., 57.)

B. LIST OF FORMS AND TABLE SHOWING USE OF IN COMPANY
ADMINISTRATION, NATIONAL GUARD

Enlistment Paper (Form 22-1, A. G. O.).
Report of Physical Examination for Enlistment (Form 135-1, A. G. O.).
Vaccination Register (Form 81, S. G. O.).
Identification Record Card (Form 260, A. G. O.).
Service Record (Form 29, A. G. O.).
Extract from Service Record (Form 29a, A. G. O.).
Individual Equipment Record (Form 637, A. G. O.).
Company Morning Report (Form 332, A. G. O.).
Daily Sick Report (Form 339, A. G. O.).
Duty Roster (Form 342, A. G. O.).
Guard Report (Form 338, A. G. O.).
Pay Rolls and Record of Attendance at Drills (Forms 367, 367a, and 367b, W. D.).
Property Loan Record (Form 263b or 263c, Q. M. C.).
Shipping Ticket (Form 260 Q. M. C.).
Receiving Report (Form 257, Q. M. C.).
Over, Short and Damaged Report (Form 261, Q. M. C.).
Statement of Charges (Form 602, A. G. O.).
Requisition (Form 160, Q. M. C.).
Requisition (for clothing) (Form 160a, Q. M. C.).
Report of Survey (Form 196, A. G. O.).
Descriptive Card of Public Animals (Form 277, A. G. O.).
Correspondence Book (Form 662, A. G. O.).
Company Council Book (Form 452, Q. M. C.).
Report of Changes of Officers' Status (Form 105, M. B.).
Charge Sheet (Form 594, A. G. O.).
Discharge Certificate (Forms 525-1, 526-1, 527-1, A. G. O.).
Report of Small Arms Firing (Forms 75 and 75a, M. B.).
Report of Individual Classification in Pistol Practice (Form 308, A. G. O.).
Report of Individual Classification under Special Course "A" (Form 409, A. G. O.).
Record of Pistol Firing (individual) (Form 305, A. G. O.).
Record of Rifle Practice, Organized Militia, individual (Form 70, D. M. A.).
Certificate of Disability for Discharge (Form 17, A. G. O.).
Company Strength Return (Form 30, A. G. O.).
Record of Events (Form 43 A. G. O.).
Furlough,
Vouchers (Form 335, W. D.).
Vouchers (Form 332, W. D.).
Roster of Troops (Form 703, A. G. O.).

TABLE SHOWING USE OF FORMS IN COMPANY ADMINISTRATION,
NATIONAL GUARD

Name of Form	Form Number	When Used	No. of Copies prepared	Disposition of Copies	Page in Text
Enlistment Paper.....	22-1 A. G. O.....	Made out for each enlisted man at time of enlistment.	2	<i>Original</i> retained in company records (suggested place for filing — in rear of all service records in the service record tray of the company field desk. <i>Duplicate</i> —forwarded to state Adjutant General.	83, 86, 87
Report of Physical Examination for Enlistment	135-1 A. G. O.....	Made out for each applicant for enlistment at time he is physically examined for enlistment.	2	Do—file retained <i>original</i> with its corresponding Enlistment Paper.	77, 78
Vaccination Register.....	81-1 S. G. O.....	Made out for each man at time of enlistment.	1	Filed with Service Record of the man in the Service Record tray of the company field desk.	77, 81
Identification Record Card.....	260 A. G. O.....	Do.....	1	Do	83, 84, 85
Service Record.....	29 A. G. O.....	Made out for each enlisted man at time of enlistment and kept complete and up to date at all times.	1	Filed in Service Record Tray of the company field desk.	244, 245
Extract from Service Record.....	29a A. G. O.....	Made out for an enlisted man when he is discharged, retired, furloughed to reserve, transferred, dies, deserts, absent, sick in an Army Hospital, on detached service or absent in confinement and then it replaces the Service Record of the man in the company records.	1	If the separation of the man from the organization is permanent the Extract from Service Record is filed in the Alphabetical Section of the permanent file and is permanently preserved. If the separation of the man is <i>not</i> permanent the Extract from Service Record will be filed in the place from which his service record was removed and when the man rejoins the company and his service record is returned the Extract may be destroyed.	244, 248
Individual Equipment Record....	637 A. G. O.....	Made out for each enlisted man when equipment is issued to him.	1	Filed in loose-leaf binder alphabetically by grades and kept in the right upper section of the top of field desk.	187, 189

Company Morning Report.....	332 A. G. O.....	Made out after each assembly for armory drill and daily during period of field training.	1	Submitted to commanding officer of the regiment, separate or detached battalion or similar unit after each assembly for armory drill or daily during period of field training. If organization is not quartered in same armory as its regimental headquarters see suggestion on page 124. Current morning report is kept in front of "reminder" in miscellaneous tray of field desk.	250
Daily Sick Report.....	339 A. G. O.....	Not used during armory period of instruction. Should be studied so that its use will be familiar when called out for field service see par. 23 Special Regulations 57.	1	Kept in front of "Reminder" in miscellaneous tray of field desk.	
Duty Roster.....	342 A. G. O.....	Started when company is organized and kept for all details for duty. A model duty roster is shown in each form.	1	Current duty roster is kept in front of "Reminder" in the tray of the field desk.	250
Guard Report.....	338 A. G. O.....	Not needed during armory period of instruction, but forms should be on hand for use should occasion arise.	1	Submitted by old officer of the Day to Commanding Officer.	250
Company Strength Return.....	30 A. C. O.....	Prepared on first of each month showing status of organization on last day of preceding month. Follow instructions in Circular 26 W. D., 1921, and Circular Letter M. R. No. 25, 1921.	2	If organization is a <i>separate</i> company, troop, etc., the <i>original</i> is forwarded direct to Chief of Militia Bureau as soon after end of month as possible. If organization is a part of a regiment, battalion, etc., the <i>original</i> is forwarded to headquarters of regiment, battalion or squadron as soon after end of each month as possible. The <i>duplicate</i> is filed in tray of field desk.	262
Record of Events.....	43 A. G. O.....	Prepared on first of each month. For instructions see Circular 26 W. D., 1921 and Circular Letter M. R. 25, 1921.	2	Forwarded attached to Company Strength Return.	266
Pay Rolls and Record of Attendance at Drill.	367, 367a, 267b W. D.	Begun as soon as company is federally recognized and in each quarter of each year and kept up to date.	3	<i>Original</i> and 1st <i>carbon</i> sent to Instructor as soon as possible after end of quarter of each year. Other copy retained and filed in field desk.	317
Property Loan Record.....	263b P. & S.....	Begun as soon as property is received and kept up to date. Also see p. 100.	1	Filed in lower left compartment of top of field desk.	190

TABLE SHOWING USE OF FORMS IN COMPANY ADMINISTRATION,
NATIONAL GUARD — Continued

Name of Form	Form Number	When Used	No. of Copies prepared	Disposition of Copies	Page in text
Shipping Ticket.....	260 Q. M. C.	If property is shipped direct to an organization commander from a supply base it will be accompanied by shipping tickets.		Organization commander will receipt for property received on the face of the original shipping ticket (and on as many copies as are requested by the Base, if additional ones are requested) and will forward it (or them as the case may be) to the supply base from which articles were received. <i>One copy</i> will be authenticated by the organization commander and mailed to the zone property auditor of the particular zone. <i>One copy</i> will be retained by organization commander as a voucher to his property loan record and will be filed with it.	194
		When an organization turns in property to the <i>Property and Disbursing Officer</i> the organization commander prepares shipping tickets.	4	2 copies to Property and Disbursing Officer. 1 copy to zone property auditor. 1 copy retained by organization commander.	194
		When property is issued by a Property and Disbursing Officer to an organization he sends 2 copies of the shipping ticket to the organization commander.		1 copy used by organization commander to post his Property Loan Record and filed with it. 1 copy with certificate of receipt of property signed by organization commander and sent by him to Zone Property Auditor.	194
		When an organization commander returns property to an army supply or reclamation depot or arsenal he will make out shipping tickets.	6	2 copies sent to consignee. 2 copies to Property and Disbursing Officer. 1 copy to Zone Property Auditor. 1 copy retained by organization commander for his records. <i>PROPERTY AND DISBURSING OFFICER</i>	194

Over, Short and Damaged Report	261 Q. M. C.	When property received checks over, short or damaged according to the shipping ticket made out by the Supply Depot or arsenal.	8	<i>The original and 5 copies forwarded to Supply Depot through the Property and Disbursing Officer. 1 copy mailed to Zone Property Auditor. 1 copy retained for file of organization commander.</i>	192
Statement of Charges.	602 A. G. O.	Used when property is lost, damaged or destroyed and the cost thereof is to be charged against an officer or enlisted man on the pay rolls.	1	Filed as a voucher to Property Records of the company until the next visit of the auditor.	207
Requisition	160 Q. M. C.	When requisitioning for Property to be supplied from an army supply depot or arsenal.	6	<i>Original and 4 copies forwarded to the Property and Disbursing Officer. 1 copy retained for file with organization records.</i>	123
		When requisitioning property to be supplied by Property and Disbursing Officer from his store house.	2	<i>Original to Property and Disbursing Officer. 1 copy retained for file with organization records.</i>	123 123
	160a Q. M. C.	Used with Form 160 Q. M. C. for making requisition for clothing.	Same as for Form 160 Q. M. C.	Same as for Form 160 Q. M. C.	125
Report of Survey	196 A. G. O.	When property lost, damaged or destroyed is to be submitted for the action of a surveying officer this form is made out by the organization commander.	5	<i>5 copies to Property and Disbursing Officer. If the Report of Survey is approved one copy will be returned for use as a voucher to Property Records.</i>	200
Descriptive Card of Public Animals	277 A. G. O.	These cards will accompany animals when received. If no cards are received a temporary card must be prepared for each animal.	1	File in front of guide card marked "Horses" in the miscellaneous tray of the field desk.	224

TABLE SHOWING USE OF FORMS IN COMPANY ADMINISTRATION,
NATIONAL GUARD — Continued

Name of Form	Form Number	When Used	No. of Copies prepared	Disposition of Copies	Page in Text
Correspondence Book,	662 A. G. O.	Used to record and index correspondence	1	Filed in miscellaneous tray of field desk in rear of section marked "Horses."	261
Company Council Book,	452 Q. M. C.	Used to record transactions and status of Company fund.	1	Filed in rear of correspondence book and Document file in field desk.	264
Reports of Change of Officers' Status	105 M. B.	Prepared by the officer concerned or his immediate commanding officer whenever an officer's status is changed.	1	Forwarded direct to Chief of Militia Bureau.	270
Charge Sheet	594 A. G. O.	Prepared by officer preferring charges whenever a man is to be tried by court-martial.	3	See Pars. 584 and 585 N. G. R. 19, Par. 159 Special Regulations No. 57, and Manual for Courts-Martial 1921.	105
Discharge Certificate (for Honorable Discharge).	525-1 A. G. O.	Prepared for each man to be <i>honorably discharged</i> at the time of discharge.	1	Delivered to man concerned.	91, 96
Discharge Certificate (for Discharge)	526-1 A. G. O.	Prepared for each man who is to be given a plain <i>discharge</i> .	1	Do	94
Discharge Certificate (for Dishonorable Discharge).	527-1 A. G. O.	Prepared for each man who is to be given a <i>Dishonorable Discharge</i> .	1	Do	94
*Report of Small Arms Firing ...	75, 75a M. B.	Made out for each company within 30 days of conclusion of target year.	2	1 to Regimental Headquarters 1 retained in Company Records.	363
*Report of Individual Classification in Pistol Practice.	308 A. G. O.	Do	2	Do	363
*Report of Individual Classification under Special Course "A."	409 A. G. O.	Do	2	Do	363
*Record of Pistol Firing (Individual)	305 A. G. O.	Made out for each enlisted man firing	1	Company Records.	363
*Record of Rifle Practice, organized Militia, individual.	70 D. M. A.	Do		Do	363
Certificate of Disability for Discharge.	17 A. G. O.	Prepared by organization commander when an enlisted man is found physically unfit for service.	1	Forwarded to examining surgeon of the organization to which the man belongs.	91, 92

*NOTE.—These forms are to be used with proper modifications until new forms are printed.

Name of Form	Form No.	When Used	No. of Copies	Disposition of Copies	Page in Text
Furlough	Blank forms supplied by the State similar to Form No. 66 A. G. O. used in the Regular Army and issued to a man when he is granted a furlough by proper authority.	1		
Warrant	Blank form supplied by State similar to Form No. 152 A. G. O. used in the Regular Army and issued to enlisted man when he is appointed to a N. C. O. grade.	1	Given to enlisted man.	
Vouchers	335 and 332 W. D.	To be kept on hand for use in case it is necessary to make purchases or hire services of physician etc. while a unit is at its company rendezvous under "call" for Federal Service.			
Roster of Troops	703 A. G. O.	To be kept on hand for use in case of "call" into Federal Service.		To be handed in person to the authorized Federal inspector.	

C. INDIVIDUAL RECORDS REQUIRED FOR EACH ENLISTED MAN OF THE NATIONAL GUARD

- (1) Report of Physical Examination for Enlistment. (Form 135-1, A. G. O.) See pages 77, 78.
- (2) Enlistment Paper (Form 22-1, A. G. O.). See pages 83, 86, 87.
- (3) Identification Record Card (Form 260, A. G. O.). See pages 84, 85.
- (4) Vaccination Register (Form 81-1, S. G. O.). See pages 77, 81.
- (5) Individual Equipment Record (Form 637, A. G. O.). See pages 187, 189.
- (6) Service Record (Form 29, A. G. O.). See pages 244, 245.
- (7) Record of Rifle Practice, Organized Militia, individual (Form 70, D. M. A.).
- (8) Record of Pistol Firing, individual (Form 305, A. G. O.).

The Service Record

(Form 29, A. G. O.)

Beginning Record. This form should be made out for each enlisted man at the time of his enlistment. The enlisting officer should fill in all of page 1; all of page 3; "Educational Qualifications" and "Occupational Qualifications" on page 4; and the first 6 lines on page 5. Other data required by the printed headings or instructions will be added as occasion arises so as to keep a complete and up to date record of the man at all times.

Instructions for preparing Service Records are contained on the last sheet of the form and in pars. 105 to 118, Special Regulations No. 57.

Soldiers Transferred or Detached. When a soldier is transferred or detached from his company, the company commander will fill out the next blank indorsement on the service record and transmit the record with the individual equipment record to the new company or detachment commander in the manner prescribed in paragraph 104. Subsequent indorsements will be filled out as the changes of station or status of the soldier require, the original service record thus following the soldier until he is separated from active service. (Par. 108.) Before forwarding the service record the company commander will prepare an extract thereof on Form No. 29a A. G. O., for file with the records of the organization. (Par. 106, Spec. Regs., 57.)

Data to be Included in Indorsements. Each indorsement will give the reason for the soldier's change of station or status, and his character, and will contain a full statement of his accounts at the time, exclusive of allotments and insurance. (Par. 116.) Under the heading "Due United States" will be noted all authorized stoppages for loss of or damage to Government property or supplies; amounts due on account of partial payments, overpayments, post exchange, post laundry, tailor, company fund, transportation or subsistence, and stoppages, including detained pay, under sentence of court-martial, and on account of absence without leave (par. 192), absence from duty because of disease resulting from the soldier's own intemperate use of drugs or alcoholic liquor or other misconduct (par. 24b), *in short, all information required to be entered on pay rolls* except allotments and insurance will be incorporated in the indorsement on the service record. The wording of the indorsement under "Due United States" will conform to model remarks for such rolls prescribed by the War Department. (Par. 107, Spec. Regs., 57.)

NOTE. — This data must include a statement of all drills attended with the old organization for which pay is due.

Filing. *a.* Service records are filed in the service record tray of the company field desk (par. 203) in the order in which the names of the soldiers appear on the duty roster, pay rolls, and monthly roster of troops. The guide card "Noncommissioned officers" is placed in rear of the service records of the sergeants and corporals, the guide card "Mechanics" in rear of the records of the buglers, cooks, and mechanics, and the guide cards "Privates, first class," and "Privates" in rear of the service records of privates, first class, and privates, respectively.

SERVICE RECORD (Form 29 AGO)

Only pages 1, 3, 4, 5, & 12 are here shown

Page 1

Page 3

DESCRIPTIVE LIST.

Home address 215 Magazine St.
(No. and street or rural route, if none, so state.)
Cambridge Mass.
(City, town, or post office) (State or country)

Name and address of person to be notified in case of emergency:
Mrs. Herbert M. Smith
(Mother) (Name and degree of relationship, if friend, so state.)
215 Magazine St.
(No. and street or rural route, if none, so state.)
Cambridge Mass.
(City, town, or post office) (State or country.)
Born in Cambridge Mass.
(Town or city) (State or country)

Age at enlistment 21 yrs. and 1 mos.; occupation Carpenter
Eyes Blue; hair light brown
Complexion fair; height 5 feet 8 inches

Married or single: single
Indelible or permanent marks or physical defects at enlistment

Scar from thermopneumation
Scar from boils on back
Vascular veins on legs
Scar back of right ear

Vaccinated: 1911; result:

Vaccinated: 1911; result:

Typhoid immunization completed: 19

Paratyphoid immunization completed: 19

PRIOR SERVICE

REGULAR ARMY:

..... from 19 to 19
(Company and regiment or corps or department)

Discharged as character,
(Grade)

..... from 19 to 19
(Company and regiment or corps or department)

Discharged as character,
(Grade)

..... from 19 to 19
(Company and regiment or corps or department)

Discharged as character,
(Grade)

..... from 19 to 19
(Company and regiment or corps or department)

Discharged as character,
(Grade)

* Successful or unsuccessful.

† Insert last date below last discharge from the Regular Army to show service in The United States Army, National Army, Navy, Marine Corps, and National Guard, or Organized Militia, in the order named.

Form No. 29, A. G. O.
Apr. 24, 1918.

SERVICE RECORD.

John A. Smith
(Christian name.) (Army serial number.)
Company "C" 1st Engineers, Mass., N.G.
(Company and regiment or arm or corps or department for which enlisted.)

SERVICE RECORD (Form 29 AGO)

Page 4

EDUCATIONAL QUALIFICATIONS.
(To be copied from Form CCP-1.)

Years in grammar school 6 High school —
College or university — Graduate work —
Specialized in —
Speaks * English, * French, * Spanish, * German.
Intelligence rather —

OCCUPATIONAL QUALIFICATIONS.
(To be copied from Form CCP-1.)

Main occupation carpenter
Years 2 *Apprentice; *Journeyman; *Expert.

Just what did he do? assistant on
cellaneous building construction Weekly wages 30.00

Next best occupation Chauffeur

Years 1/2 *Apprentice; *Journeyman; *Expert.

Just what did he do? Employed as
 Chauffeur on Buick Car Weekly wages \$20.00

MILITARY QUALIFICATIONS.

[illegible]

Sapper	Rifle grenadier	Ammunition cannoneer
Pioneer	Rifleman	Gun cannoneer
Stokes mortar	Automatic rifleman	Driver
1-pounder	Company clerk	Instru. man (artillery).
Telephone	Runner	Agent of communication
Radio	Machine runner	(artillery).
Visual signalman	Horseshoer	Lithographer
Wagoner	Packer	Powderman
Band member	Gunner (artillery)	Bigger

* Strike out words not applicable.
† Ex=Excellent; VQ=Very good; G=Good; F=Fair. 03-6572

Page 5

CURRENT ENLISTMENT

Serving in 1st enlistment period.

Accepted for enlistment at Cambidge, Mass.

Enlisted Jan. 1, 1917 at Cambidge, Mass.

by Capt. J. J. Quinn for 3 years.

Assigned to Co. "C" 1st Regt. Mass. H. 9.

(Company and regiment or corps or department.)

at Cambidge, Mass. Jan. 1, 1917

Transferred to Co. "B" 1st Regt. Mass. H. 9. Jan. 2,

(Company and regiment or corps or department.)

Transferred to _____ 19____

(Company and regiment or corps or department.)

Furloughed to _____ 19____

Furloughs to:

Foreign Service:

Left United States for duty in					
from	on	19
Arrived at on 19					
Left for the United States on 19					
Arrived at on 18					
Left United States for duty in					
from	on	19
Arrived at on 19					
Left for the United States on 19					
Arrived at on 19					

MILITARY RECORD
Each entry will be initialed

Each entry will be initialed.

Grade: Pet. 11th, Mar. 1, 1922

Grade: _____, _____, 19____

Grade: _____, _____, 19____

Grade: _____, _____, 19____

Grade: _____, _____, 19____

Grade: _____, _____, 19____

Marksmanship, runner qualification, or rating: *

Battles, etc.: _____

本報地址：山東省濟南市經二路緯三路交匯處東首 電話：0531-8251111 郵政編碼：250002

* Give date of qualification or rating and number, date, and source of order announcing same.

SERVICE RECORD (Form 29 AGO)

Page 12

12

1st IND.

Co. "C", 1st Regt. Mass. N. G.
Cambridge, Mass. 3/10/21, 19...

To Co. "C", 1st Regt. Mass. N. G.

This soldier* transferred to your
command per R.S.O. #26, 3/10/21

He was last paid to include no pay due for 1st
drills prior to Jan. 1, 1921.
(Rank and name of quartermaster.)

Due United States (See Instruction 5); if nothing, so state: nothing

Due pay for drills attended
with this company as
follows: as priv. - 4 in January,
4 in February; as priv. 1st -
1 in March.

This soldier† has not an allotment running.
(Has or has not.)

His character is † Excellent

I have personally verified all entries under "Due United States."

L. J. Brown
Capt. 1st Regt. Mass. N. G. Commanding.

2d IND.

....., 19...

To

This soldier*

He was last paid to include, 19...

By

(Rank and name of quartermaster.)

Due United States (See Instruction 5); if nothing, so state:

This soldier† an allotment running.
(Has or has not.)

His character is †

I have personally verified all entries under "Due United States."

Commanding.

* Give change of station or status of soldier, with number, date, and source of order.
† To be filled out in handwriting of officer signing endorsement. # 3-552

EXTRACT FROM SERVICE RECORD.

(Form 29a AGO)

face'

reverse

Form No. 29a. A. G. O.
Ed. Sept. 8, 1918.

EXTRACT FROM SERVICE RECORD

OF

SMITH JOHN A. Pvt. 1 Cl.
(Surname.) (Christian name.) (Grade.) (Army Serial No.)
*Accepted for enlistment at Cambridge, Mass.
*Enlisted 1/1/21, at Cambridge, Mass.
*Rate of pay 35.00

Name and address of person to be notified in case of emergency:
Mrs. Herbert M. Smith (mother)
215 Magazine St. Cambridge, Mass.

1st ind.
Co. "C", 1st Engrs., Mass. N. G.
Cambridge, Mass. 3/10/21
To A. O. Co. "B", 1st Engrs. Mass. N. G.
This soldier transferred to your
command per A. S. O. #26, 3/10/21

Let paid in full to SEE REMARKS ON OTHER
ALLOTMENTS AND INSURANCE
SIDE.

Class XXX XX Class XX XX
Class XXX XX L. Bond XXX

*DUE U. S. (IF NONE, SO STATE) NONE
(Amounts previously deducted from soldier's pay not to be deducted.)
FE \$ XX; PL \$ XX; Tailor \$ XX; Co. Fund \$ XX
Trans. \$ XX; Sub. \$ XX; Partial payments \$ XX; Over
payments \$ XX

Away or desertion NONE
(Give dates of departure and return only.)

Unable to perform duty due to his own willful misconduct:
NO
(Give dates of commencement and termination only.)

SENTENCES BY COURTS-MARTIAL:

Forfeitures XXX
Detained pay XXX

OTHER STOPPAGES:

XXX

His character is Excellent
L. T. Dunn

Capt. 1st Engrs. Mass. N. G. Comd. Co. "C"

*Strike out words not applicable.
*Give change of station or status of soldier with number, date and source
of order. (OVER.)

Service receipt with inclosures MAILED
*MAILED to C. O. Co. "B", 1st Engrs.
Mass. N. G. 3/11/21

INCLOSURES.

*Individual Enlistment Record
✓ 1. Enlistment Paper
✓ 1. Vaccination Register
✓ 1. Record of Physical Exam.
*#1 for Domestic Service Only.

REMARKS.

No pay due for drills prior to
Jan. 1, 1921. Due pay for drills
attended with this company as
follows: As Pvt. - 4 in January;
4 in February; As Pvt. 1 Cl-
1 in March.
L. T. Dunn
L. T. Dunn
Capt. 1st Engrs. Mass. N. G.
Comd. Co. "C".

*Strike out words not applicable.

CS-12

b. When a soldier is temporarily absent from his company on account of sickness, confinement, or detached service, and his service record has been forwarded by endorsement to his new commanding officer, the extract from the service record will be filed in the tray in place of the service record. (Pars. 119a, 120b, and 203.) (Par. 118, Spec. Reg. 57.)

EXTRACT FROM SERVICE RECORD

Function. a. The extract from the service record, Form No. 29a, A. G. O., replaces the service record of the soldier in the company files when he is discharged (par. 194), retired (par. 196), furloughed to the reserve (par. 194), or transferred (par. 186); dies (par. 195), or deserts (par. 197); or is absent sick (par. 188), on detached service (par. 190), or absent in confinement (par. 189).

b. The extract will be prepared at the same time as the indorsement by which the service record is forwarded and will show the new station or status of the soldier, his character, and a complete statement of his accounts at the date, including statement as to the date to which the soldier was last paid in full. (Pars. 104, 106, 108, and 114.)

c. When a soldier is discharged, furloughed to the reserve, transferred to another organization, or is otherwise separated from his company while absent therefrom, the officer who is then the custodian of the soldier's service record will also furnish the former company commander with an extract from the service record for file with the company records, on Form No 29a, A. G. O. (Pars. 114 and 194d.)

When a soldier is so separated from his organization while absent therefrom, there will be entered after the words "This soldier" on Form No. 29a, A. G. O., the authority or reason for such separation, e. g. "was transferred to Co. G., 65th Inf. per S. O. No. 24, HQ. S. Dept." or "died at Gen. Hosp. No. 21, April 3, 1919" or "was retired per S. O. No. 132, W. D., 1919." (Par. 119, Spec. Regs., '57.)

Filing. a. When the soldier is separated from the company by reason of discharge, furlough to the reserve, retirement, death or desertion, the extract is filed in rear of the service records of privates in the tray of the company field desk until the company roster of troops for the month in which the separation occurred is received from the personnel adjutant; or, if the company prepares its own roster of troops as contemplated in paragraph 36b, it will be so filed until the roster is prepared for the month in which the separation occurs. If there is more than one separation, described above, from the company during the month, the extracts will be filed in the same order as the service records were filed in the tray. When the company roster of troops for the month in which the separation occurred has been received from the personnel adjutant, or when the new roster has been prepared as contemplated in paragraph 36b, the extracts will be transferred to the alphabetical section of the permanent file and will be permanently preserved. (Par. 114.)

b. If the soldier is absent from the company by reason of sickness, detached service, or confinement, and his service record has been forwarded to his new commanding officer, the extract from his service record will be filed in the place from which his service record has been removed. When the soldier rejoins the company and his service record is returned, the extract should be checked with the service record and may then be destroyed after additional data thereon have been recorded on the service record. (Par. 120, Spec. Regs., 57.)

D. COMPANY RECORDS

- (1) Company Morning Report (Form 332, A. G. O.). See page 250.
- (2) Pay Rolls and Record of Attendance at Drill (Form 367, 367a, 367b, W. D.). See page 317.
- (3) Correspondence Book (Form 662, A. G. O.), and Document File. See page 261.
- (4) Company Council Book (Form 452, Q. M. C.). See page 264.
- (5) Company Orders. See page 269.
- (6) Company Alarm List (as prescribed in mobilization plans). See page 271.
- (7) List of men in company arranged in order of dates of expiration of service. See page 271.
- (8) Company Equipment Record. See page 190.
- (9) Descriptive Cards of Public Animals (Form 277, A. G. O.). See pages 223, 224.
- (10) Company Strength Return (Form 30, A. G. O.). See page 262.
- (11) Report of Changes of Officers' Status (Form 105, M. B.). See page 270.
- (12) Record of Small Arms Firing. (Forms 70, D. M. A.; 305, A. G. O.; 75, M. B.; 308, A. G. O.; 409, A. G. O.). See page 363.
- (13) Duty Roster (Form 342, A. G. O.).
- (14) Daily Sick Report (Form 339, A. G. O.). (Not needed for Armory period of instruction but it should be studied and kept at intervals for instruction purposes.)
- (15) Guard Report (Form 338, A. G. O.). (See remark under (14) above.)

MORNING REPORTS

Modifications for Armory Drill Period.

A National Guard organization during the Armory period of instruction is assembled in general only once a week. It is therefore suggested that during the period of Armory instruction, "the morning report day" be taken as the period extending from the close of one drill assembly to the close of the following drill assembly.

In order to economize on blank forms it is suggested that these "morning report days" be recorded on consecutive lines and the dates in the left hand margin of the form be changed to conform.

In submitting Morning Reports to the Commanding Officer of the Regiment, unless all units of the regiment are located in the same Armory it is not likely that the company Morning Reports can be returned to the companies in time for use at the next assembly for drill. It is therefore suggested that instead of submitting Morning Reports to Regimental Headquarters after each drill, that companies arrange with their regimental commanders so that they can make an extract from the morning report after each drill and mail it or phone the data to Regimental Headquarters for the Consolidated Morning Report and then send in the Company Morning Report to Regimental Headquarters once a month at a designated time to have it checked.

The following data is extracted from Army Regulations No. 345-400 War Department November 18, 1921, and the paragraph numbers in that publication are retained here.

SECTION I. GENERAL PROVISIONS.	Paragraph.
General	1
Who accounted for on	2
Forms for; models	3
Company morning reports, by whom prepared, to whom submitted	4
Headquarters morning reports, purpose, by whom used	5
Supplementary morning reports, use and preparation of	5½
Consolidated morning reports	6
Morning report day; matter to be shown	7
Use of ink; indelible pencil	8
Abbreviations	9
Additional sheets	10
Authentication	11
Filing	12

1. **General.**—The morning report is a daily history of the company or headquarters. It is permanently preserved and furnishes basic information for other company or headquarters records and for reports and returns rendered to the War Department. Great care should therefore be used in the preparation of the morning report to the end that errors may be avoided.

2. **Who accounted for on.**—*a.* Every officer and enlisted man of the Army on the active list and every retired officer and enlisted man on active duty, except individual officers detached and serving alone, or assigned to duty at a place from which reports of changes are not required to be submitted, will be accounted for daily on a morning report.

b. Members of the Army Nurse Corps, contract surgeons, warrant officers, Army field clerks, and field clerks, Quartermaster Corps, will also be accounted for daily in a similar manner, but on a supplementary morning report provided for the purpose.

3. **Forms for.**—Three forms for morning reports are provided, viz:

Company morning report (Form No. 332, A. G. O.).

Headquarters morning report (Form No. 334, A. G. O.).

Supplementary morning report (Form No. 334-a, A. G. O.).

4. **Company morning report, by whom prepared, to whom submitted.**—*a.* *By whom prepared.*—Company morning reports are prepared by:

- (1) Companies, troops, batteries, and detachments of all branches, including headquarters companies and troops of divisions and higher technical units.
- (2) All other units, establishments, and institutions similar in organization and administration to a company and not provided for in sub-paragraph (1) above, or in paragraph 5.

b. *To whom submitted.*—Company morning reports are submitted to the commanding officer of the regiment, separate or detached battalion, or similar unit, or in case of separate or detached companies and detachments, to the commanding officer of the next higher administrative unit, or of the post, camp, or other station.

5. **Headquarters morning reports, purpose, by whom used.**—*a.* *Purpose.*—Headquarters morning reports are provided for the purpose of accounting for officers and enlisted men not belonging or attached to a company organization or to a detachment using a company morning report.

b. *By whom used.*—Headquarters morning reports are used by:

- (1) Offices of chiefs of branches and bureaus.
- (2) Headquarters of armies, corps, and divisions; and headquarters of brigades, including headquarters companies thereof, if any.
- (3) Headquarters of regiments, battalions, and similar units, including headquarters companies thereof, if any.
- (4) Headquarters of ports of embarkation, ports of debarkation, and lines of communication.
- (5) Headquarters of territorial departments, corps areas, districts, posts, disciplinary barracks, forts, camps, cantonments, and other stations.
- (6) General hospitals, base hospitals, supply depots, arsenals, and similar institutions and establishments.

5½. **Supplementary morning reports, use and preparation of.**—Supplementary morning reports are used to account for members of the Army Nurse Corps, contract surgeons, warrant officers, Army field clerks, and field clerks, Quartermaster Corps, and will be prepared in accordance with the instructions for the preparation of company and headquarters morning reports, insofar as applicable.

6. **Consolidated morning reports.**—This report is optional with the commanding officer concerned, and, at his discretion, may be omitted entirely. However, the forms for consolidated morning reports (Forms No. 335 and 336, A. G. O.) will not be reprinted, and

when such a report is required by a commanding officer, it will be rendered as a special strength return on Form No. 41, A. G. O. (Regimental Strength Return).

7. **Morning report day; matter to be shown.**—The morning report day is the period from midnight to midnight. The morning report for the "day" beginning at midnight 7-8 and ending at midnight 8-9 is submitted on the morning of the 9th, and all entries therein for that day are made on the line opposite the figure 8 in the column headed "Day of month." The morning report will show by tabulation the condition of the company, detachment, headquarters, etc., at the end of the day covered by the date of the report; and, by appropriate explanatory remarks, such changes in duties and status of officers and enlisted men as occurred during the day and are required by the War Department to be shown.

8. **Use of ink; indelible pencil.**—Normally the morning report will be prepared with ink, but when pen and ink are not available an indelible pencil may be used for the purpose. Red ink will not be used in preparing morning reports.

9. **Abbreviations.**—Abbreviations to be used will be those authorized by regulations.

10. **Additional sheets.**—Additional sheets will be attached for "Remarks" and for "Station and record of events," if the space allotted therefor proves insufficient.

11. **Authentication.**—a.

- (1) The company or detachment commander, or in case of a headquarters morning report, the personnel adjutant, will write his initials on the line with, and immediately following, the last entry of the day under "Remarks."
- (2) To indicate that all pertinent data from the column for "Remarks" on the morning report have been transcribed to the proper records and that the ration account has been checked, the personnel adjutant will prefix his initials on the morning report, in the column for "Day of month," under the date to which the remarks pertain.
- (3) Should the personnel adjutant fail or neglect to initial a company morning report as herein provided, his attention will be invited to the latter by the company or detachment commander.
- (4) When the company or detachment commander renders reports of changes and prepares the pay rolls of his organization, he will also affix his initials on the morning report as indicated in subparagraph (2), above, for the personnel adjutant.

b. In all cases care will be taken to make each letter of the initials legible.

c. Instructions governing the authentication of extract copies of morning reports intended to be introduced in evidence before courts-martial are found in the Manual for Courts-Martial.

12. **Filing.**—The current company morning reports will be kept in front of the "Reminder" in the miscellaneous tray of the company field desk. At the end of the month the closed morning reports will be placed in front of the month card of the month just ended, where it will be kept for one year, or until this month card reappears in front of the month cards in the "Reminder." The morning reports will then be placed in the front of the guide card "Returns" in the permanent file. (See also instructions for the use of the company field desk.)

SECTION II. STRENGTH.

Paragraph.

"Attached" on company morning reports.....	13
Headquarters morning reports	14
Data for certain returns	15

13. **"Attached" on company morning reports.**—a. As to company morning reports, there are two classes of attached officers and enlisted men, viz:

COMPANY MORNING REPORT (Form 332 AGO)

MORNING REPORTS

OF

Co: "C" 1st Inf. Ala. N.G.
(Company or detachment.) (Regiment, corps, or department.)

FOR THE PERIOD
Feb. 23, 1921 to
1921

INSTRUCTIONS.

1. This form, which will be known as *company morning report*, will be used by companies, troops, and batteries of all arms, corps, and departments, by machine gun and supply companies and troops, and by all other units, establishments, and institutions similar in organization and administration to a company, except headquarters companies and troops. It will also be used by all detachments, except detachments of enlisted specialists of the Coast Artillery Corps and headquarters detachments.
2. Company morning reports are submitted to the commanding officer of the regiment, separate or detached battalion, or similar unit, or in case of separate or detached companies and detachments to the commanding officer of the next higher administrative unit, or of the post, camp, or other station.
3. Instructions for the preparation of morning reports are contained in special regulations.

Form No. 332, A. G. O.
Ed. 7, Nov. 20-18.

OFFICERS.		ENLISTED MEN.		FOR DUTY.		ABSENT.		ATTACHED.		ARRIVALS ON HAND.	
For duty.	For duty.	For duty.	For duty.	For duty.	For duty.	For duty.	For duty.	For duty.	For duty.	For duty.	For duty.
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30	30	30	30
31	31	31	31	31	31	31	31	31	31	31	31
32	32	32	32	32	32	32	32	32	32	32	32
33	33	33	33	33	33	33	33	33	33	33	33
34	34	34	34	34	34	34	34	34	34	34	34
35	35	35	35	35	35	35	35	35	35	35	35
36	36	36	36	36	36	36	36	36	36	36	36
37	37	37	37	37	37	37	37	37	37	37	37
38	38	38	38	38	38	38	38	38	38	38	38
39	39	39	39	39	39	39	39	39	39	39	39
40	40	40	40	40	40	40	40	40	40	40	40
41	41	41	41	41	41	41	41	41	41	41	41
42	42	42	42	42	42	42	42	42	42	42	42
43	43	43	43	43	43	43	43	43	43	43	43
44	44	44	44	44	44	44	44	44	44	44	44
45	45	45	45	45	45	45	45	45	45	45	45
46	46	46	46	46	46	46	46	46	46	46	46
47	47	47	47	47	47	47	47	47	47	47	47
48	48	48	48	48	48	48	48	48	48	48	48
49	49	49	49	49	49	49	49	49	49	49	49
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(Continued)

0-9164

- (1) Those who are members of the regiment, post, or other administrative unit to the headquarters of which is to be submitted the company or detachment morning report, on which such officers and enlisted men are carried as attached. These will be known as class A.
 - (2) Those who are not members of such regiment, post, or other unit. These will be known as class B.
- b. On the morning report of the company or detachment to which they are assigned :
- (1) Personnel of class A will be reported as on special duty.
 - (2) Personnel of class B will be reported as on detached service.
- c. On the morning report of the company or detachment to which they are attached :
- (1) Personnel of class A will be entered, as the numerator of a fraction, in the upper half of the proper space in the columns "Attached" and "Attached for duty."
 - (2) Personnel of class B will be entered as the denominator of a fraction, in the lower half of the proper space in the columns "Attached" and "Attached for duty."
- If there is personnel of one of these classes, but not of the other, the figure zero will be used to indicate the latter fact, e. g., 0/2 indicates none of class A and two of class B, while 3/0 indicates three of class A and none of class B.
- If there is no personnel of either class, the space will be left blank.
- d. Enlisted men shown in the column "Attached for rations only" will be accounted for on some other company morning report, or on the headquarters morning report of the regiment, or other similar unit, or of the post or station.

14. Headquarters morning reports.—a. General.—

- (1) Officers and enlisted men regularly assigned to a post, camp, or station, except those carried on a separate company or detachment morning report will be carried on the headquarters morning report.
- (2) Chaplains, and all officers and enlisted men of the Medical Department assigned to duty with or attached to a tactical organization in accordance with Tables of Organizations, will be carried on the headquarters morning report in the same manner as officers and enlisted men regularly assigned to the unit, unless a separate detachment morning report is kept for the purpose.
- (3) Officers and enlisted men attached for duty with the headquarters of their own regiment, separate battalion, or other similar unit, or at the headquarters of the post, camp, or station of the company to which they are assigned will not be carried on the headquarters morning report. They will be reported as on special duty on the morning report of their own company.

b. *Attached and casuals.*—The form for headquarters morning report contains separate columns for "Attached" and "Casuals."

- (1) An officer or enlisted man temporarily with an organization or station other than his own will be regarded:
 - (a) As a "Casual" if the duration of his service therewith will, in all probability not exceed, or has not exceeded, one month.
 - (b) As "Attached" if for a longer period.
- (2) On the last day of each month all officers and enlisted men that have been carried as "Casuals" for one month or more will be transferred to the column for "Attached" and a report of their arrival at the station will be made as required by regulations governing reports of change.

- (3) All officers and enlisted men attached to and casually with a regiment, separate battalion, or similar unit, except those attached for duty with company organizations, will be shown in the columns for "Attached" and "Casuals" on the headquarters morning report of the regimental, separate battalion, or similar unit.
- (4) Similarly, all officers and enlisted men attached to and casually at a post, camp, or station, except those attached for duty with company organizations, will be shown in the columns for "Attached" and "Casuals" on the headquarters morning report of the post or station.

15. **Data for certain returns.**—In the case of companies whose strength is included in a regimental strength return (Form No. 41, A. G. O.) there will be submitted with the morning report for the last day of the month data concerning attached officers and enlisted men necessary for the preparation of the regimental strength return and returns of attached and casuals of another branch (Form No. 42, A. G. O.), as required by regulations governing the preparation of such returns.

SECTION III. REMARKS.

	Paragraph
General	16
Date and hour of change	17
Grade and name	18
Changes in command	19
Resignation, discharge, and dismissal of officers	20
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Sickness	25
Arrest and confinement	26
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Absence without leave	29
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16. **General.**—In the column for "Remarks" will be carefully recorded all changes of duty and status of officers and enlisted men.

17. **Date and hour of change.**—The absence of a date after a remark indicates that the change occurred on the date covered by the report. In case of a change that occurred on a date prior to that covered by the report, the actual date of the change will be stated. The hour at which a change of duty or status occurs will be stated only when necessary to determine "strength for rations," as explained in paragraphs 37 and 38.

Examples:

- a. "Duty to hosp." (Usual form of remark.)
- b. "Duty to hosp Mar. 15/21." (Form of remark in case the person was admitted to hospital on a date prior to that of the report.)
- c. "Duty to hosp 4.00 p. m."

18. **Grade and name.**—a.

- (1) The grade and surname only will be recorded in the column for "Remarks," unless there are two or more officers or two or more enlisted men of the same surname in the company, detachment, or headquarters.

- (2) When there are two or more officers of the same surname the initials will follow the name.
- (3) When there are two or more enlisted men of the same surname the initials will follow the name. If the initials are the same, the Army serial number will be added.

Examples:

- (1) "Capt. Smith, duty to hosp."
- (2) "Capt. Smith, W. F., duty to hosp."
- (3) "Pvt. Smith, duty to hosp."
- (4) "Pvt. Smith, J. H., duty to hosp."

b. When the same remark is to be recorded concerning two or more individuals of the same grade, their grade will be indicated only once and their names will be grouped.

Examples:

- (1) "Pvts. Henderson, Johnson and Smith, duty to arrest."
- (2) "Pvts. 1cl Johnson and Smith and Pvts. Henderson and Jones, AWOL to conf."

19. **Changes in command.**—All changes in command will be stated.

Examples:

- a. "Capt. Smith asgd to joined and assumed comd, Lt Jones reld comd."
- b. "Capt Smith duty to hosp, Lt Jones assumed comd."
- c. "Lt Jones reld comd, duty to SD, Lt Williams assumed comd."

20. **Resignation, discharge, and dismissal of officers.**—Resignation, discharge, or dismissal of officers will be stated.

Examples:

- a. "Capt Smith resigned."
- b. "Lt Jones disch."
- c. "Lt Williams dismissed."

21. **Assignment.**—a. The fact of assignment, whether or not the officer or enlisted man has joined the command, and if not, his status, will be noted.

Examples:

- (1) "Pvt Ball asgd to and joined Co."
- (2) "1st Lt Wilson asgd to Co DS enroute to join."

b. When a single entry involves a number of individuals, a general entry may be made, as below, since in this case the personnel adjutant is already in possession of the names. Should it appear advisable to record the names on the morning report they may be appended in the record of events for the day with suitable reference to the entry under "Remarks." (See paragraphs 36 and 42.)

Example:

"14 Rets asgd to and joined Co."

22. **Transfer.**—a. The organization, branch or station from which, or that to which transferred will be given, and if the officer or enlisted man has left for, or joined, his new command that fact will be stated—if he has not done so, his status will be given.

Examples:

- (1) "Sgt Banks transfd to 18th Cav, left Co 4 PM."
- (2) "Pvt Daniels transfd to 15th Inf, attached to Co D for duty."
- (3) "Pvt Webber transfd fr Co B, joined."
- (4) "Pvt Johnson transfd fr 66th Inf, DS enroute to join."

b. When a single entry involves a number of individuals a general entry may be made, as below, since in this case the personnel adjutant is already in possession of the names. Should it appear advisable to record the names on the morning report they may be appended

in the record of events for the day, with suitable reference to the entry under "Remarks."
(See paragraphs 36 and 42.)

Example:

"1 Sgt, 2 Corps, 1 Ck, 16 Pvts transfd to 66th Inf. left company."

23. Change of grade, or specialist rating.—All changes of grade and specialist rating will be stated:

Examples:

- a. "Corp Caswell aptd sgt."
- b. "Pvt Cromwell rated specd 5th cl."
- c. "Corp Bruce rd to pvt."

If the officer or enlisted man is not "for duty" on the date of the change of grade, or specialist rating, his actual status will be indicated.

Example:

"Corp Caswell SD aptd sgt."

24. Special duty.—The assignment to, or relief from, any special duty that removes an officer or enlisted man from the performance of the usual and customary duties of his office or grade will be stated. Special duty to be performed in addition to the usual customary duty will not be noted. The nature of the special duty will not be stated.

Examples:

- a. "Pvt Barksdale, duty to SD."
- b. "Corp Cook, SD to duty."

25. Sickness.—All cases of sickness will be stated, and when the sickness is the result of an injury or wound, a brief statement will be given of the nature of the injury or wound and whether or not contracted in line of duty. The data is taken from the company daily sick report. In reporting the departure of an officer or enlisted man to enter a general or base hospital, or a hospital at another post, camp, or station, or in reporting his return therefrom, the name or location of the hospital will be stated. When a soldier in confinement is taken into hospital the officer of the day will notify the soldier's company commander of the exact status, so that the change can be made on morning report.

Examples:

- a. "Sgt Wilcox, duty to sick in qrs."
- b. "Pvt Wallace, duty to hosp 3 p. m."
- c. "Pvt Wallace, hosp to duty."
- d. "Pvt 1st Jones, hosp to sick in qrs."
- e. "Corp Dodd, duty to hosp, injured during bayonet training, LD."
- f. "Pvt Wands, duty to hosp, wounded in action."
- g. "Corp Dodd, hosp to en route to Walter Reed GH."
- h. "Ck Adams, duty to absent sick Ft Jay, NY."
- i. "Ck Adams, absent sick Ft Jay, NY, to duty."
- j. "Pvt Jones, conf to conf hosp."

26. Arrest and confinement.—All cases of arrest and confinement will be stated. In case of an arrest or confinement at another post, camp, or station, the name of the post, camp, or station will be stated. In case of confinement by civil authority, the remark will show the nature of the offense and whether the prisoner has been held for trial, tried, or discharged without trial; and when tried, whether acquitted or convicted. When a soldier in confinement in hospital is returned to confinement the officer of the day will notify the soldier's company commander.

Examples:

- a. "Corp Arnold, duty to arrest."
- b. "Corp Arnold rd to Pvt SC, arrest to duty."

- c. "Pvt Wilcox, duty to conf."
- d. "Pvt Jordan, arrest to conf."
- e. "Pvt Jones, conf hosp to conf."
- f. "Pvt Wilcox, conf to enroute to conf at Washington Bks, DC."
- g. "Pvt Hall, duty to absent in hands CAuth, Baltimore, Md, held for trial on charge of larceny."
- h. "Pvt Hall, absent in hands CAuth, Baltimore, Md, to duty, released without trial."
- i. "Pvt 1cl Cromwell, conf to duty."

27. **Detached service.**—All absence on duty exceeding 24 hours, with place of absence, will be stated. Duty with another organization at the same post or station will be reported as special duty and not as detached service.

Examples:

- a. "Pvt Cunningham, duty to DS at Ft Porter, NY."
- b. "Pvt Cunningham, DS at Ft Porter, NY, to duty."

28. **Absence with leave.**—Departure and return will be stated in all cases of absence of officers with leave and of enlisted men on furlough. The period of absence authorized will be stated in reporting departure. In case of leave of absence the day of departure is a day of duty and the day of return is a day of leave; in the case of furlough both dates are inclusive.

Examples:

- a. "Capt Barber, duty to lv 10 days."
- b. "Sgt Capps, duty to fur 7 days."
- c. "Capt Barber, lv to duty."
- d. "Sgt Capps, fur to duty 9 p.m."

29. **Absence without leave.**—Departure and return in all cases of absence without leave will be stated. In the case of absence without leave or in the hands of civil authorities the day of departure is a day of absence and the day of return is a day of duty without regard to hours.

Examples:

- a. "Pvt 1cl Cromwell, SD to AWOL."
- b. "Pvt 1cl Cromwell, AWOL to conf."

30. **Missing in action; captured by enemy.**—The number of officers and enlisted men, by grade, missing in action or captured by the enemy will be stated. Complete information, including names of officers and enlisted men killed, wounded, missing in action, or captured by the enemy, will be given under "Record of events." (See paragraphs 36 and 42.)

Examples:

- a. "1 Sgt, 2 Corps, and 3 Pvts missing in action."
- b. "4 Pvts captured by enemy."

31. **Attachment.**—Attachment of officers and enlisted men for duty or for rations only, and relief therefrom, will be stated. When attached for rations only, the names of those attached will not be stated.

Examples:

- a. "Lt Jones attached for duty."
- b. "Lt Jones, attached, reld fr duty with Co."
- c. "Pvt Daniels, 15th Inf, attached for duty."
- d. "3 EM attached for rations 2 p.m."
- e. "3 EM, attached for rations, left Co 10 a.m."

32. **Desertion; return of deserter to military control.**—The desertion of an officer or enlisted man, and the return of a deserter to military control and his status, will be stated.

Examples:

- a. "Pvt Dawson, AWOL to desertion."
- b. "Pvt Jones, desertion to conf."

33. **Retirement; death.**—Retirement or death of an officer or an enlisted man will be stated.

Examples:

- a. "1st Sgt Morse, absent sick, retired."
- b. "Pvt Davidson, hosp, died."

34. **Discharge of enlisted men.**—Discharge of an enlisted man will be stated. The word "discharged," abbreviated "disch," will be used to cover all classes of discharges.

Examples:

- a. "Corp McAlexander, duty to disch."
- b. "Pvt Smith SD to disch."

SECTION IV. STATION AND RECORD OF EVENTS.

Paragraph.

Station or location.....	35
Record of events	36

35. **Station or location.**—The station or location of the company or detachment will be stated on the left of the page devoted to "Station and record of events," immediately following the day of the month. If there is no change during a 10-day period, the name of the station will be stated only once. On the march, the camp or bivouac at the end of the day will be considered as the station or location of the company or detachment for the purpose of the report. (See model in paragraph 44.)

36. **Record of events.**—Under this heading will be exactly noted:

a. *Changes of station.*—All changes of station of the organization, with dates.

b. *Actions and battle casualties.*—

- (1) Actions in which the organization, or any part of it, has been engaged.
- (2) All battle casualties, including the killed in action, the wounded in action, the gassed in action, the missing in action, and the captured in action, each stated separately. Names, places, and dates will be given.

c. *Miscellaneous.*—

- (1) Reconnaissances.
- (2) Marches.
- (3) Maneuvers.
- (4) Everything of interest relating to the discipline, efficiency, or service of the organization, not enumerated above, dates, places, and distances marched or traveled being shown.

SECTION V. RATIONS.

37. **General.**—Since a ration is the allowance for the subsistence of one person for one day and since the money value of rations to be credited to a company depends upon the average strength of the company mess during the ration period it is necessary to keep a careful record of the ration account for each day. This record is kept in the morning report.

38. **How computed; entries required.**—a. *General procedure.*—The daily average strength for rations is the number of persons for whom the company is entitled to rations

and is found by dividing by 3 the sum of the number of persons entitled to each of the three meals, breakfast, dinner, and supper, with the company, as shown by the figures and "Remarks" on the morning report. (See paragraph 43c.) The daily average strength for rations, as determined from the tabulation and remarks on the morning report, will be entered day by day in the column "Daily average strength for rations" of the ration account in the front of the morning report. The names of men authorized to mess separately, the period so messed, and the number of rations involved, will be entered separately as soon as known under the heading "Men authorized to mess separately." At the end of the ration period this latter tabulation will give the amount of commutation to be delivered to the organization for payment to the men messing separately. The daily average strength for rations, diminished by the number of men authorized to mess separately, will give the entry for the column headed "No. men messing with organization." This latter figure is the basis upon which the plus or minus percentage correction, prescribed in Army Regulations, for messes of various strengths, is made. Having made the above correction, the result is the "Net No. rations due organization," which is entered daily under the column so headed. The total of these figures for the ration period will be entered on the ration return.

b. Miscellaneous rules.—

- (1) A soldier sick in hospital at the station of his company is attached to the hospital for rations; one sick in quarters is rationed with his company.
- (2) A soldier in confinement messing with his company is so accounted for.
- (3) A change of status of a soldier with regard to rations is assumed to have occurred after breakfast and before dinner, unless otherwise stated in remarks.
- (4) A fraction of one-third is disregarded, while a fraction of two-thirds is counted as a unit.

CORRESPONDENCE BOOK

Correspondence Book, Form No. 662, A. G. O. The correspondence book consists of an alphabetical index and numbered pages for entry of items of correspondence. The alphabetical index and numbered pages are hereinafter referred to as the "index" and as the "body" of the book, respectively. (Pars. 80, 81.) All entries in the correspondence book, both in the index and body, will be made in ink, whenever practicable, but when pen and ink are not available entries may be made with indelible pencil. (Par. 79, Spec. Regs., 57.)

Entries in Body of the Book. *a.* An entry will be made in the body of the book of each item of correspondence in respect to which a record in the company is necessary and for which the method of recording or filing it is not otherwise provided. (Pars. 169c, 169d, 184b, 197c, and 197g.) No record will be made beyond the mere fact of origin or receipt, and disposition, in respect to the following:

- (1) Papers not pertaining to the administration of the company; such papers should be transmitted forthwith to the proper place for action.
- (2) Mere letters of transmittal; such letters when received will be destroyed forthwith.
- (3) Requests for and acknowledgment of receipt of publications and blank forms.
- (4) All other communications that have no permanent value and that are finally disposed of by answers thereto.

b. Entries will be numbered serially, beginning with number one. The same series will be continued from year to year and from one correspondence book to another as books are filled and filed.

c. When an item itself and notation of action taken thereon are completely represented by carbon copy in the document file (pars. 83, 84), the entry of the item in the body of the book will be limited to (1) the number of the item, and (2) the abbreviation "Doc," thus,

"1301

Doc."

d. When an item itself and notation of action thereon are not completely represented, or only partially represented, by carbon copy in the document file, the entry of the item in

the body of the book will include (1) the number of the item, (2) brief statement of contents of so much of the item and action taken thereon as are not represented by carbon copy in the document file, and (3) if any part of the item is represented by carbon copy in the document file, the abbreviation "Doc.;" thus,

"1302 Application of Lt Jones for Lv 2 mos Doc."

The abbreviation "Doc." will not be made, however, unless some part of the item or action taken thereon is represented by copy in the document file.

e. When a communication is received which has been entered previously in the correspondence book it will not be reentered ordinarily, but the record will be continued under the former entry. But when the space for continuing the record is not sufficient under the former entry, or when it becomes desirable to transfer a remote entry to one of current date, a new entry will be made and given a new serial number. In either case the notation "See No.———" will be made under the old entry and the old number shown in parentheses after the new in the new entry, thus "976 (349)."

f. Normally a space of one blank line will be left after each original entry, but more space will be left if the nature of the communication indicates that one line will not be sufficient for the purpose of continuing the record. (Par. 80, Spec. Regs., 57.)

Entries in the Index. a. Each item entered in the body of the book will be indexed under its subject and under the names of the writer of the communication and the persons mentioned therein. When many communications are received from the same officer or office — e. g., The Adjutant General of the Army, the adjutant of the regiment, etc., the name of the writer need not be indexed, if it is found that the index of subjects or persons mentioned in the communication answers all practical purposes.

b. The indexed entries will bear numbers corresponding to those of the items in the body of the book. (Par. 81, Spec. Regs., 57.)

Filing and Disposition. The current correspondence book will be filed in the miscellaneous tray of the company field desk in rear of the section headed "Horses." When correspondence books are filed and no longer current they will be placed in the permanent file. (Par. 209.) (Par. 82, Spec. Regs., 57.)

DOCUMENT FILE

Purpose and Contents. The document file supplements the correspondence book. It will contain the original documents or communications, or legible copies thereof, together with originals or copies of letters, indorsements, and telegrams sent or received relating to the same. The file will also contain copies of letters, indorsements, or telegrams originating in the company office. When the original of any paper becomes available for file in place of a filed copy, the latter will be replaced and destroyed. Any additional notations on the copy must be noted on the original. (Par. 83, Spec. Regs., 57.)

Filing Papers. a. The papers in the document file will be numbered to correspond with the numbers of the items in the body and index of the correspondence book, and will be filed according to their serial number. When more than one paper pertaining to the same item is placed on file the papers will be placed in an envelope, if practicable, and the number of the item noted thereon. Papers differently numbered or on a related matter may also be kept together when desirable, but if so kept a reference slip must be inserted to account for the paper's absence from its serial place.

b. The serial numbers in the document file will not be complete, but whenever a paper is filed therein the abbreviation "Doc" will be placed after the entry in the body of the correspondence book. (Par. 84, Spec. Regs., 57.)

Eliminating Obsolete Items. a. To prevent an accumulation of unnecessary or obsolete "documents" in the file an annual inspection of the document file will be made by the company commander, who will at such inspection eliminate from the file all items which have become obsolete or unnecessary for future reference. Great care will be

taken not to remove items relating to the history of the organization or individuals, or matters of future value or records, etc., which should be filed in the five year, or permanent file.

b. When documents are eliminated from the file the abbreviation "Doc" in the body of correspondence book will be lined out and the date and initial of the company commander inserted. (Par. 209b.) (Par. 85, Spec. Regs., 57.)

Filing and Disposition. The current document file will be filed with the current correspondence book in rear of the section headed "Horses" in the miscellaneous tray. It should be kept in an envelope or folder marked "Document file." After the annual inspection and elimination and at such other times as may be desirable, such parts of the document file as have ceased to be of current importance but are to be retained will be transferred to the permanent file, preferably segregated by years in envelopes marked, e. g., "Document file, 1919, Nos. 104 to 156." These envelopes should be placed with the closed correspondence book to which they pertain when it becomes a part of the permanent file. (Par. 209.) (Par. 86, Spec. Regs., 57.)

STRENGTH RETURNS

Form to be Used. Circular Letter No. 25 M. B., 1921, provides that effective April 1, 1921, Form 103 M. B. will be discontinued and Forms Nos. 30 and 43, A. G. O., will take its place for use in rendering returns of strength for a company or similar unit.

To Whom Rendered and When. Each company troop or battery commander will render accomplished Forms 30 and 43, A. G. O. direct to battalion, squadron or regimental commander on the *first* day of each month. In the case of separate units not forming part of Federally recognized battalions, squadrons or regiments, the strength return should be forwarded by each independent company commander direct to Militia Bureau.

Number of Copies to be Prepared. Two copies will be prepared; original forwarded as stated above; duplicate retained in company records.

Preparation of Strength Returns. Copies of strength returns may be made by carbon process but each must be clear and distinct, and signed. When preparing copies by carbon process care will be taken to see that the sheets register accurately in order to insure that data will appear in proper columns and on proper lines. (Par. 14, Cir. 26 W. D., 1921.)

Through misunderstanding on the part of the printer some forms have been printed on paper too heavy to make copies by carbon process. Owing to the scarcity of funds for printing it is necessary to utilize these forms, but when the forms are reprinted paper suitable for making copies by carbon process will be used. (Par. 23, Cir. 26, W. D., 1921.)

Predominant race will be indicated on Form No. 30, by a cross (X) in the appropriate space in the upper left hand corner of the first page. For troops other than white or colored, race will be shown by abbreviation, such as "Phil," "Haw," etc., in the space provided for such notation. (Ext. Par. 6, Cir. 26 W. D., 1921.)

Branch will be shown in the upper right hand corner as "Infantry," "Cavalry," "Medical Department," "Quartermaster Corps," etc. Only one branch will be included on a single return. Attached and casuals of other branches with regiments, separate and detached battalions and companies, and similar separate and detached units, will be accounted for on returns of attached and casuals of another branch, Form No. 42, a separate return being rendered for each branch. (Par. 7, Cir. 26, W. D., 1921.)

In the columns "Subdivisions of Branch" the subdivisions of the branch, or services within the branch, will be shown, each on a separate line. For example, in the Medical Department Branch, the Medical Corps, Dental Corps, Veterinary Corps, Medical Administrative Corps, Enlisted Men, Army Nurse Corps, and Contract Surgeons will be shown on separate lines. Likewise in the Quartermaster Corps branch, the Supply Service, Construction Service, Transportation Service, and Remount Service will be shown on separate lines.

If the branch is not composed of different subdivisions or services, the lines in this column will not be filled in. (Ext. Par. 8b, Cir. 26, W. D., 1921.)

The discharge of an enlisted man on account of fraudulent enlistment for minority concealed will be recorded in the column "Minority" under "Losses" since last monthly return. All other cases of discharge, as distinguished from honorable and dishonorable discharge, will be recorded in the column with blank heading under "Losses," a heading indicating reason for discharge being inserted. (Par. 9, Cir. 26, W. D., 1921.)

In order to describe definitely their status with relation to the organization or headquarters for which returns are rendered, and to connect strength returns and returns of attached and casuals of another branch with morning reports, personnel with the organization or headquarters will be classified as follows: A, belonging to the organization; B, attached of the same branch, belonging to another organization; C, attached of the same branch, unassigned to any organization; D, casuals of the same branch, belonging to another organization; E, casuals of the same branch, unassigned to any organization; F, attached by Tables of Organization from another branch; G, attached of another branch, belonging to an organization; H, attached of another branch unassigned to any organization; I, casuals of another branch, belonging to an organization; and K, casuals of another branch unassigned to any organization.

Attached and casuals from other organizations and headquarters (B and D, on Form No. 30 and G and I, on Form No. 42), will be fully accounted for on the strength return of their own organizations or headquarters and they will not be included in compiling "Strength Present and Absent, by Rank and Grade" and "Alterations since last Monthly Return." Ext. par. 10 and 11, Cir. 26, W. D., 1921.)

Officers and enlisted men who join an organization or headquarters by assignment, transfer, or attachment, or as casuals, and are separated therefrom by transfer, by relief from attachment, or by departure in case of casuals, *before the end of the month*, will not be shown under gains or losses in the table of Alterations Since Last Monthly Return. In all other cases gains and losses will be shown in the appropriate columns, however short a time the officers or enlisted men have served with or been carried on the rolls of the organization. (Par. 12, Cir. 26, W. D., 1921.)

Strength returns on Form No. 30, will be accompanied by Record of Events, Form No. 43, and as many returns of attached and casuals of other branches, Form No. 42, as may be necessary to account for personnel of all branches attached to or casually with the organization or detachment. (Par. 13, Cir. 26, W. D., 1921.)

Form 43, A. G. O., in addition to showing record of events should show all changes in commissioned personnel by name. (Cir. Letter No. 25, M. B., 1921.)

When it is discovered that certain personnel has been carried erroneously on previous returns, correct returns for the period involved will be prepared and forwarded with a letter of explanation. Such personnel erroneously carried on previous returns will not be "dropped" from the current return in order to make the figures balance. (Par. 21, Cir. 26, W. D., 1921.)

Absentees to be reported on Strength Returns of National Guard organizations.

All personnel which would be available for a call within a period of twelve hours should be carried as present.

All personnel away from the city, town, or States and which would not be available for said call should be listed as Absent. (Cir. Letter M. B., No. 17, 1922.)

COMPANY COUNCIL BOOK

Contents. The company council book will contain a record of —

- a. Receipts and expenditures on account of the company fund,
- b. Property purchased from the fund,
- c. Monthly proceedings of company council of administration,
- d. Inspection of the account by battalion, regimental, or post commander required by Army Regulations. (Par. 87, Spec. Regs., 57.)

(Front page)

PREDOMINANT RACE				OFFICERS								ENLISTED MEN							
White	<input checked="" type="checkbox"/> Colored			OF ORGANIZATION		ATTACHED		CASTAWAY		OF ORGANIZATION		ATTACHED		CASTAWAY					
				Present	Absent	Present and Absent	From Other Orgs.	Unassigned to Any Org.	From Other Orgs.	Unassigned to Any Org.	Present	Absent	Present and Absent	From Other Orgs.	Unassigned to Any Org.				
SUBDIVISIONS OF BRANCH (If any; such as Medical Corps, Supply Service, Branches Service, etc.)				1	1	2	-	-	-	-	58	5	63	-	-	-			
TOTALS				1	1	2	-	-	-	-	58	5	63	-	-	-			

A, belonging to the organization; C, attached, unassigned to any organization; E, casuals unassigned to any organization.

SUBDIVISIONS OF BRANCH (If any)	OFFICERS (A, C, and E)†					ENLISTED MEN, INCLUDING SPECIALISTS (A, C, and E)†										SPECIALISTS (A, C, and E)†					
	Colonels	Lt. Col.	Majors	Captains	Total Officers	Mr. Sgts.	1st Sgts.	Tech. Sgts.	Staff Sgts.	Sergeants	Corporals	Privates, 1st Class	Privates	Total En- listed Men	1st Class	2d Class	3d Class	4th Class	5th Class	Total Specialists	
			1	1	2	1				5	5	17	35	63				1	1	1	3

Form No. 30, A. G. O.
Dec. 13, 1920

8-7243

See Instructions for Preparation of Strength Returns
Do not fold. Mail flat in suitable envelope

* Arm, staff corps, or department
† Of some branch, present and absent.

(Reverse face)

A, belonging to the organization; C, attached, unassigned to any organization; Z, casuals, unassigned to any organization.

[illegible]

TOTALS (F, H, and K) FROM OTHER BRANCHES: Chaplains: 0; Warrant Officers: 0; Branch: 02; EM: 02
Branch: 02; EM: 02; Branch: 02; EM: 02
Buffalo, N. Y. Apr. 30/21 Geo. J. Lamb, Capt. Co. 27th, Commanding
(Place) (Date) (Signature) (Rank and Post Office Address)

^a Including gains by assignment (A), attachment (C), and as consuls (E).

† *Encephalium* sp. 1st group of *Encephalium* sp. (C), 2nd = *Encephalium* (D)

RECORD OF EVENTS
(Form 43 AGO)

To Accompany Strength Returns.

(Front Face)

RECORD OF EVENTS OF Co."F", 3rd Inf. N.Y. N.G., for the month of April....., 1921 1 BRANCH Infantry

The following will be carefully and minutely noted:

- a (1) All stations of the organization during the month, with dates, as shown by morning reports.
- (2) All stations of companies not with headquarters during the month, with dates of changes, if any.
- b (1) Actions in which the organization, or any part of it, has been engaged.
- (2) All battle casualties, including the killed in action, the wounded in action, the gassed in action, the missing in action, and the captured in action, each stated separately, by company. Name, place, and date will be given.
- c (1) Reconnaissances, (2) marches, (3) maneuvers, and (4) everything of interest relating to the discipline, efficiency, or service of the organization, not enumerated in a and b, date, place, and distance marched or traveled being shown.

- (a) Station of organization during month-- Buffalo, N.Y.
- (b) (1) Actions-- none. (2) Battle casualties-- none.
- (c) (1) Reconnaissances-- none. (2) Marches-- none. (3) Maneuvers-- none.
- (4) The following Armory drills were held during April:

April 4.(2 hours)

- $\frac{1}{2}$ hr.--Physical Training
- $\frac{1}{2}$ hr.--Instruction in Riot Duty
- 1 hr.--Infantry Drill, Close Order, School of soldier & squad.

April 11.(1 $\frac{1}{2}$ hours)

- 20 min.--Military Courtesy & Discipline.
- 30 min.--Bayonet Fighting.
- 40 min.--Infantry Drill, Close Order, School of the Platoon.

(OVER)

For purpose of reference and requisition, this form will be known as Record of Events

Form No. 43, A. G. O.
Dec. 27, 1920
3-7023

Do not fold. Mail flat in suitable envelope
(OVER)

*Army, staff corps, or department

(Reverse Face)

RECORD OF EVENTS--Continued

April 18.(2 hours)

- $\frac{1}{2}$ hr.--Physical Training, Massed Games.
- $\frac{1}{2}$ hr.--Lecture-- Hygiene and 1st Aid.
- $\frac{1}{2}$ hr.--Instruction in Interior Guard Duty.
- $\frac{1}{2}$ hr.--Infantry Drill, Close Order, School of the Platoon.

April 24.(3 hours)

School for Non-Commissioned Officers & Candidates.

April 25.(2 hours)

- $\frac{1}{2}$ hr.--Bayonet Fighting.
- $\frac{1}{2}$ hr.--Instruction in Riot Duty.
- 1 hr.--Infantry Drill, Close order, School of Company & Inspection.

1st Lt. M.V.Jones duty to DS at Infantry School, Camp Benning, Ga.
Apr.12/21, SO 26 AGO NY Apr.8/21.

2nd Lt. E.B.Walsh resigned Apr: 4/21, SO 22 AGO NY Apr:6/21.

Buffalo, N.Y.
(Place)

Apr:30/21
(Date)

Geo. G. Lamb
Geo. G. Lamb, Capt. Co."F",
(Signature) 3rd Inf. N.Y. N.G., Commanding.

INSTRUCTIONS

- 1. Record of events on this form will accompany company and regimental strength returns and strength returns of headquarters of tactical units.
- 2. The record of events may be continued on additional sheets, notation to be made on this sheet, "Continued on sheets."
- 3. See also "Instructions for Preparation of Strength Returns."

3-7023

The Company Fund. The company fund, which consists of the gross amounts of money received from all sources, is received by the company commander and, with the concurrence of the company council, is disbursed by him solely for the benefit of the company and general comfort of the enlisted men thereof. (Par. 327, A. R.) (Par. 88, Spec. Regs., 57.)

The Company Council of Administration. A meeting of the company council will be held at the end of the month and whenever the fund is to be transferred, all officers on duty with the company attending, for the purpose of auditing the account, verifying the cash and bank balances and completing the account. (Par. 317, A. R.) The record of the company council of administration will be made monthly even though there be but one officer present for duty with the company, in which event he will make notation to that effect after his signature. (Par. 89, Spec. Regs., 57.)

Inspections. At least once each quarter, upon transfer of fund, and whenever necessary, the fund account will be inspected by battalion, regimental, or post commander. (Par. 328, A. R.) (Par. 90, Spec. Regs., 57.)

Authorized Expenditures. The company fund is not intended for expenditure in the purchase of articles to facilitate the transaction of business in a company. On the contrary, the legitimate and proper application of this fund is in supplementing the articles furnished by the supply departments for the purpose of increasing the comfort, pleasure, contentment, and physical improvement of the enlisted personnel of the organization. To accomplish this purpose, disbursements of company funds are authorized; for all other purposes they are unauthorized. (Par. 106, C. of O.) Funds accruing to an organization as savings from the ration allowance will be used solely for the purchase of food or refreshments (par. 1220, A. R.); therefore it is necessary to keep the receipts and expenditures of "rations savings" separate from those of "other funds" in the company council book.

a Seeds for post gardens may be purchased from company funds. (Par. 343, A. R.)

b The purchase of heavy lounging chairs, writing tables, card tables, rugs, etc., to be placed in the company recreation room, is a proper expenditure from the company fund. (Op. J. A. G., Nov. 9, 1909.)

c Purchase of intoxicating liquors from company fund is not authorized. (Bul. 8, W. D., 1916.)

d Payment of man to look after pool table and payment for cultivating garden are authorized. (12240.O. I. G.)

e Payment to room orderly or lavatory orderly is not authorized. (15052-a, O. I. G.)

f Extra pay cannot be paid to a statutory cook or mess sergeant, but may be paid to ordinary enlisted men detailed for cook's duty. (Bul. 47, W. D., 1916; par. 329, A. R.)

g Loaning of money from company fund is not permitted.

h Final statements may be cashed from the company fund. (Par. 181k.)

i The purchase of enamel ware and chopping bowls, when not obtainable from the quartermaster, is authorized. (Par. 91, Spec. Regs., 57.)

Instructions. The following instructions for keeping and administering the company fund will be followed:

a All expenditures from the company fund for food supplies of the authorized list of articles will be made through the quartermaster in accordance with the provisions of paragraph 1220*h*, Army Regulations, except when he is not able to supply them for immediate necessity, in which case they may be secured as provided in paragraph 322, Army Regulations. (Par. 174e.)

b (1) An entry will be made for each receipt or expenditure. Entries will be numbered serially beginning with No. 1 for the first entry for the month. Entries will be made in the account for the month in which money is paid or received, regardless of the month or date when the expense was incurred or the amount accrued.

(2) Entries for expenditures will give date of payment if different from date of entry, to whom paid, for what, and the amount.

(3) Entries for receipts will give date of receipt if different from that of entry, from whom, for what, for what period (in case of post exchange dividends, etc.), and amount.

(4) When an itemized statement cannot be secured or the statement is not supported by itemized delivery slips, itemization will be made in the entry.

(5) Entries, whenever practicable, will be made at the time of the transaction and not left to accumulate until the end of the month.

c. There must be a voucher for all funds received and for all funds expended.

(1) In case of receipts the voucher will be from the person or organization paying the money. For example, when the company pool collections are turned over to the company commander a voucher of this tenor should accompany them:

CAMP BRADY, MD., *June 30, 1919.*

Turned over to Capt. MARION L. JONES, 65th Inf., fifty dollars (\$50.00), collections from the company pool table for June, 1919.

JOHN C. PLUMBER,

Supply Sergeant, Co. "A", 65th Infantry.

(2) In the case of expenditures the voucher will be from the person or organization receiving the money, and will ordinarily consist of a receipt accomplished on the statement of the account. Care should be exercised that the receipt definitely indicates the amount paid. To this end the amount should be in ink or indelible pencil and any changes therein should be authenticated. Should there be a number of separate transactions involved in a single statement they should be shown separately thereon so that the items may be checked against delivery slips, which may be destroyed following the audit by higher authority.

(3) Should it not be practicable to secure the voucher as contemplated above it is the duty of the company commander to certify to the receipt or expenditure, noting the circumstances. This certificate is then used as a voucher.

(4) To facilitate inspection, vouchers for the current month will be folded to fit an official envelope (being pasted on proper size paper if necessary), and briefed at the top of the outer fold:

No. 6
July 10, 1919
\$50.00

(5) The vouchers for each month will be filed in order in an envelope marked "Vouchers 1 to ———, inclusive, company fund for ————19—."

d. All changes and erasures in the company council book or any papers pertaining to it will be authenticated by the proper custodian's initials. (Par. 92, Spec. Regs., 57.)

Transfer of Fund. a. If an officer is to be absent from the company for more than 10 days he will regularly transfer the company fund to his successor. If he is absent for more than 3 and less than 11 days, memorandum receipt will be taken for the funds. (Par. 324, A. R.)

b. When the fund is transferred, a certificate of the following form will be made on the next succeeding entry page of the council book:

CAMP BRADY, MD., *June 30, 1919.*

I certify that to the best of my knowledge and belief the following is a complete and accurate statement of this company fund on this date: (Here follows a list of all outstanding debts and obligations payable from the company fund, all amounts due the company fund, and all outstanding checks pertaining to the company fund not reported by the bank; or a statement that there are no outstanding debts, amounts to be collected, or outstanding checks, as the case may be.)

MARION L. JONES,

Captain, 65th Infantry.

c. Immediately following this certificate will be written the receipt of the officer to whom the fund is transferred in the following form:

CAMP BRADY, MD., June 30, 1919.

Received from Capt. Marion L. Jones, 65th Infantry, fund of Company "A," 65th Inf., amounting to five hundred dollars (\$500.00), as follows:

In bank, \$450.00.

In cash, \$50.00.

NORMAN A. SMITH,
1st Lieut., 65th Infantry.

d. To transfer a company fund deposited in a bank, a letter of the following tenor will be written to the cashier of the bank:

I have this date transferred the company fund of Company "A," 65th Infantry, to Lieut. Norman A. Smith, 65th Infantry, who will from now on have authority to draw on the fund deposited in your bank. His signature appears below.

(Signature of officer receiving fund.)

MARION L. JONES,
Captain, 65th Infantry.

e. Only in exceptional circumstances should the fund in bank be transferred by check, and when so transferred the number of the check drawn should be shown in the receipt above as follows: "In bank (transferred by check ----- from company fund) \$450.00."

f. Whenever a fund in bank is transferred a bank statement should be secured to check the balanced account in the council book and check book.

g. Should a transferring officer, in turning over a fund, fail to accomplish the transfer as herein provided, the receiving officer will decline to receive the fund until the commanding officer has been notified and action by him directed. (Par. 93, Spec. Regs., 57.)

Deposited in Bank. a. When placed in bank a company fund will be deposited in the name of the company, for instance, "Company Fund, Company 'A,' 65th Infantry," and checks drawn against the fund will be signed, for instance: "Company Fund, Company 'A,' 65th Infantry: MARION L. JONES, Capt., 65th Inf., Custodi a.

b. A bank statement will be secured at the end of each month and checked against balances in council book and check book. The latter will show on the stub the balance on hand after each check is drawn. (Par. 94, Spec. Regs., 57.)

Property Purchased. Under heading of "Property purchased from -----" in the front of the council book will be listed property of permanent nature such as tools, athletic supplies, etc., purchased from the company fund. (Par. 95, Spec. Regs., 57.)

Filing. a. The company council book, with current vouchers, is filed in rear of the correspondence book and document file in the miscellaneous tray. When filled and all monthly accounts recorded therein have been inspected by the battalion, regimental, or post commander and an inspector general, the balances will be transferred to the new company council book and the *completed* book will be filed in the five-year file.

b. After the fund has been subjected to the routine inspection of the battalion or post commander, and after the inspection by an inspector general, the vouchers for the period may pass into the possession of the officer who, as company commander, has been responsible for the receipts and expenditures accounted for in these vouchers; or, if he is absent, they may be destroyed or otherwise disposed of as he may have directed. (Pars. 210 and 213c.) (Par. 96, Spec. Regs., 57.)

COMPANY ORDERS

Contents. Company orders publish —

a. The appointment and reduction of: mess sergeants, supply sergeants, stable sergeants (par. 273, A. R.); privates, 1st class, privates, chief mechanics, cooks, lance

corporals, corporal buglers, buglers, mechanics, saddlers, horseshoers, wagoners, chauffeurs, and clerks (pars. 14b and 184; par. 278, A. R.).

b. Administrative matters containing information or direction of sufficient importance to be published in orders. (Par. 97, Spec. Regs., 57.)

For Detached Company. Company orders will be used to publish appointments or reductions when a company, absent from regimental and battalion headquarters, has vacancies in its noncommissioned personnel, in which case the company commander may, under the provisions of paragraph 275, Army Regulations, make temporary appointments subject to subsequent approval of higher authority. (Par. 98, Spec. Regs., 57.)

Form. The usual form for a company order follows:

ORDERS, } COMPANY "A," 65th INFANTRY,
No. 15. } CAMP BRADY, MD., July 31, 1918.

1. Cook Henry Smith is relieved as cook and returned to duty as private.
2. Private, first class, James R. Brown is appointed cook, vice Smith, relieved.

MARION L. JONES,
Capt., 65th Inf., Comdg.

(Par. 99, Spec. Regs., 57.)

Filing. Orders for each month will be filed in the "Reminder" with the month card to which they pertain for a period of one year until the card reappears when they will be transferred to the permanent file, being placed preferably in an envelope marked e. g., "Company Orders, 1919." Such memoranda as may be necessary to supplement verbal orders in the company administration should be similarly filed in a separate envelope, if of sufficient importance to warrant retention. (Par. 215a (3).) (Par. 100, Spec. Regs., 57.)

REPORT OF CHANGES OF OFFICER'S STATUS. (Form 105 MB)

This form is prepared by the officer concerned or by his immediate commanding officer and forwarded direct to the Chief of the Militia Bureau whenever an officer's status is changed by appointment, promotion, transfer, resignation, discharge, dismissal, retirement, arrest, death, leave, or change of duty.

Form No. 105, M. B.
Ed. Jan. 14-19-10,000

REPORT OF CHANGES OF OFFICER'S STATUS

Buffalo	New York	Mar. 2, 1921	
(Where made)	(State)	(Date)	
NAMES IN FULL Surnames will precede Christian Names	RANK	Regiment and Company or Arm, Corps, or Department.	CHANGE AND AUTHORITY As indicated under instructions.
Oliver, James E.	1st Lt.	Co. "A," 5th Inf. N.Y.N.G.	Transferred to Co. "B," 5th Inf. N.Y.N.G. per RSO # 12, 3/1/21
Signature of officer making report	Rank and organization		
<i>R. A. Smith</i>	Capt., 5th Inf. N.Y.N.G.		

INSTRUCTIONS.—This report will be rendered and mailed by each officer concerned or by his immediate commanding officer immediately after a change of status takes place. CHANGE OF STATUS means APPOINTMENT, PROMOTION, TRANSFER, RESIGNATION, DISCHARGE, DISMISSAL, RETIREMENT, ARREST, DEATH, LEAVE, and CHANGE OF DUTY. AUTHORITY FOR CHANGE MUST BE STATED. 3-403

Company Alarm List. The company alarm list should contain the names, addresses and telephone numbers or number of nearest telephone of all members of the organization. It should be kept up to date at all times and its distribution should be such as to insure the prompt assembling of the organization at a moment's notice.

List of Names of Enlisted Men of the organization arranged in order of dates of expiration of service.

There should be kept in the field desk of each company a list of the members of the company arranged in the order of the dates of expiration of service as determined by the dates of enlistment. This list should show the date of expiration of service after each name, and should be filed in the "Reminder" under date one week in advance of the date upon which the first man on the list is due to be discharged and thereafter moved backward in the "Reminder" to the date one week in advance of the date when the next man on the list is due to be discharged, etc.

E. MILITARY CORRESPONDENCE

(The following data is taken verbatim from Army Regulations No. 340-15 War Department Jan. 20, 1922, and the paragraph numbers in that publication are retained here.)

GENERAL PROVISIONS	PARAGRAPH
Definition of "Communication"	1
Correspondence to be limited	2
Unnecessary reports not to be called for	3
Signature by a subordinate	4
Courtesy in correspondence	5
Contents not to be revealed	6
Prompt reply to be made	7
Delayed action	8
Certain communications not to be forwarded	9
Certain correspondence with recruiting service prohibited	10
Views of local judge advocate	11
Requests for official opinions	12
Comptroller's decisions to be sent to Judge Advocate General	13
Record keeping and business methods	14

1. Definition of "Communication."—Unless otherwise indicated, the word "communication" as used in this pamphlet includes all official writings to which the regulations herein prescribed are not obviously inapplicable, and includes particularly official letters, memorandums, reports, indorsements, telegrams, cablegrams, and radiograms.

2. Correspondence to be limited.—Written correspondence should be resorted to only when necessary owing to the physical separation of the parties concerned, or in the exceptional case in which the nature of the business requires a written record. Personal or local telephonic conference should be the rule, record being made by those concerned when necessary.

3. Unnecessary reports not to be called for.—When desired information may be obtained from records contained in files which are available to the person desiring the information, neither subordinates nor others will be called upon to furnish it from any other source.

4. Signature by a subordinate.—Except as otherwise prescribed by the Secretary of War, a commander, or chief of a branch, or other official, may require a suitable officer subordinate to himself to sign certain communications for him. When he does so, however, he is as fully responsible for a communication so signed as though he himself had signed it. In any such case a communication to a superior will be signed by the chief of staff, adjutant,

or other officer occupying a corresponding position, and any other communication will ordinarily be signed by an adjutant, or other officer occupying a corresponding position.

5. Courtesy in correspondence.—In official correspondence between officers of the Army or between officers of the Army and officials of other branches of the public service, and especially in matters involving questions of jurisdiction, conflict of authority, or dispute, officers of the Army are reminded that their correspondence should be courteous in tone and free from any expression partaking of a personal nature or that might give offense. Whenever questions of such character shall arise between officers of the Army and officials of other branches of the public service, and it is found that they can not be reconciled by an interchange of courteous correspondence, the officer of the Army, as the representative of the interests of the War Department in the matter involved, will make a full presentation of the case to the Secretary of War through the proper military channels, in order that the same may be properly considered.

6. Contents not to be revealed.—The contents of official communications will not be revealed except to those officially entitled to receive them, or in cases specially ordered by competent authority.

7. Prompt reply to be made.—*a.* Reply thereto will, when practicable, be made within 24 hours after receipt of a communication requiring reply, and in any event will be made as soon after such receipt as circumstances permit.

b. When for any sufficient reason it is impossible to make full and prompt reply to a communication received and requiring reply, acknowledgement of receipt of the communication will be made at once, with a statement giving the cause of the anticipated delay, and giving the date on which reply will probably be forwarded.

c. Commanding officers will take such steps as they may deem expedient to insure prompt reply by members of their commands to official communications sent them which require reply.

8. Delayed action.—When action on a communication forwarded to higher authority appears to be unduly delayed, a communication of inquiry with reference thereto, preferably accompanied by a copy, will be forwarded through the same channels as that on which action appears to have been unduly delayed, and the office of origin may, if so desired, request that if the original is not available, the action sought by the original be taken on such copy, instead. In any case of such request intermediate officers will take appropriate action on the copy as though it were the original. In the absence of such request for action on the copy, intermediate officers will include in their indorsements, ordinarily stamped, on the communication of inquiry, appropriate available information with reference to the missing paper, such as "Forwarded ———," or "No record."

9. Certain communications not to be forwarded.—Unimportant and trivial communications need not be forwarded to The Adjutant General of the Army simply because addressed to him. Division and higher commanders should decide whether a communication is of sufficient importance to be forwarded.

10. Certain correspondence with recruiting service prohibited.—Correspondence with the personnel of the general recruiting service with a view to obtaining or furnishing recruits for particular commands, either by the acceptance of applicants or by the assignment of recruits, is prohibited, except—

a. Between commanding officers and recruiting officers in charge of the districts to which their commands are respectively allocated for recruiting, or within which their commands are respectively represented or are to be represented by a recruiting party or parties.

b. With reference to the particular case, between a commanding officer and any recruiting officer to whom an apparently qualified person shall have applied for enlistment and assignment, under current authority, to the command of such commanding officer.

11. Views of local judge advocate.—When a commanding or other officer, who has upon his staff an available judge advocate, submits to the War Department

any matter involving a legal question, he will submit therewith an expression of the views of such judge advocate.

12. Requests for official opinions.— Unless otherwise expressly authorized by statute, requests for the official opinion of the Judge Advocate General of the Army, or of an officer of any executive department of the Government other than the War Department, will be addressed to The Adjutant General of the Army. Abstract questions will not be presented.

13. Comptroller's decisions to be sent to Judge Advocate General.— All decisions received from the Comptroller of the Treasury by disbursing officers on their own application or appeal, and all decisions of the Comptroller of the Treasury received in any office in the War Department, will be sent to the Judge Advocate General of the Army for notation and return.

14. Record keeping and business methods.— *a.* No record shall be kept in any office at a military headquarters respecting any communication properly pertaining to the business of any other officer of the same headquarters in which an established correspondence record or file is kept, but record of the communication shall be kept, if at all, only in the office in which such record or file is kept. Information with reference to such communication shall be obtained from such record or file, on application therefor, as occasion may require. For example, no record will ordinarily be kept in the office of the adjutant, of a communication pertaining to the business of the office of the quartermaster, and, except as otherwise prescribed by the Secretary of War, record will ordinarily be kept in the office of the adjutant only of such communications as do not pertain to the business of any other office.

b. Official communications received in any office will be opened promptly and each will then at once be stamped with the name of the office and date of receipt. The received stamp will be placed immediately below the body of the communication, or of the indorsement, as the case may be. Communications pertaining to the business of the office will at once be separated from those pertaining to the business of other offices, and the latter will then at once be sent to the offices to which they respectively pertain.

c. Each staff officer will cause proper action to be taken without unnecessary delay upon communications received by him. Cases which are within the scope of his authority, he himself will act upon. In those which require action by or for the commander, he will so far as practicable, prepare for signature appropriate letters, indorsements, or other papers, and will submit them, accompanied by all pertinent papers, ordinarily to the adjutant, or to the officer occupying a corresponding position, for signature by him, in special cases to some other officer, or to the commander himself.

d. When necessary, a staff officer will, prior to preparing papers in a particular case for signature by or for the commander, or prior to taking other similarly final action thereon, submit the case, with appropriate pertinent information, the reasons for his recommendation, if any, and when appropriate, his recommendation therein, all either orally or in writing to—

- (1) The adjutant, or to
- (2) The officer occupying a corresponding position, or to
- (3) The chief of staff, or
- (4) In special cases, and when authorized, to the commander in person.

For information or instructions, or both.

e. When acted upon by or for the commander the papers in a case will without delay be sent to the proper office for appropriate action, and they will then be promptly disposed of, i. e., filed, referred, forwarded, transmitted, or returned.

SECTION II

CHANNELS OF COMMUNICATION

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15. General.—*a.* Except as otherwise prescribed by the Secretary of War, communications, whether from a subordinate to a superior, or vice versa, will pass through intermediate commanders. This rule will not be interpreted as including matters in relation to which intermediate commanders can have no knowledge, and over which they are not expected to exercise control. Chiefs of War Department branches and bureaus are intermediate commanders between higher authority and the personnel of their respective branches or bureaus, who are serving under the exclusive control of themselves and their subordinates.

b. Unless otherwise authorized, a communication from a superior to a subordinate will ordinarily be answered through the same channel as received, but such a communication may be answered through another channel when a person or persons in such other channel should have knowledge of, or may be expected to exercise control over the subject-matter. In the latter case a copy, showing the action taken, will be sent through the channel by which the communication was received.

c. When necessity requires that a communication from a subordinate to a superior be sent through other than the prescribed channel, the necessity therefor will be stated in or with such communication.

HOW CONDUCTED.

16. Through battalion, brigade, and Coast Artillery District commanders.—

a. Communications of the following classes between persons assigned or attached to their several commands and higher authority, or vice versa, will pass through the commanders respectively specified below, viz:

- (1) Through the battalion commander, or through the fire commander in a coast defense, communications relating to:
 - (a) Officers commanding companies in the battalion or fire command.
 - (b) Efficiency reports of officers in the battalion or fire command.
 - (c) The instruction, discipline, or equipment of the battalion or fire command, or of component parts thereof.
 - (d) Personnel assigned or attached to battalion or fire command headquarters.
- (2) Through the brigade commander, communications relating to:
 - (a) Officers commanding battalions, or regiments, in the brigade.
 - (b) Personnel assigned or attached to brigade headquarters.
 - (c) The instruction, tactical efficiency, or target practice of the brigade.
- (3) Through the Coast Artillery District commander, communications relating to:
 - (a) Officers commanding coast defenses, and forts.
 - (b) Personnel assigned or attached to the staff of the Coast Artillery District commander.

b. Communications of classes other than those specified in *a* (1) and *a* (2), will not ordinarily pass through battalion or brigade commanders as therein specified unless the battalion or brigade is separate or detached.

c. No official record of any communication of the character specified in *a* will ordinarily be kept by any of the commanders therein specified, except in case of a separate or detached battalion or brigade.

17. Through post, coast defense, camp, and station commanders.—*a.* Except as otherwise authorized by the Secretary of War, all official communications to or from persons serving at a military post, coast defense, camp, or station, relating to affairs of such post, coast defense, camp, or station, including all communications relating to unit commanders reporting directly to the post, coast defense, camp, or station commander, will pass through the commander thereof.

b. Communications not disciplinary in nature relating to personnel assigned or attached to a tactical unit and under the orders of a battalion or higher unit commander need not pass through the post, coast defense, camp, or station commander.

18. Nondisciplinary personnel communications.—When a communication relating solely to an individual and not disciplinary in nature is, by the office which has approved, disapproved or taken other principal action thereon, returned to the office of origin, or to the office empowered to take appropriate action, if the office of origin is not so empowered, it will be so returned directly and not through any intermediate office, unless it is deemed advisable to inform an intermediate commander of the action taken, or where the indorsement of an intermediate commander indicates that the communication should be returned through him, in which case it will be returned through the office concerned.

19. To War Department, from Army.—*a.* Except as otherwise authorized by the Secretary of War, all official communications from the Army intended for consideration in the War Department will be addressed—

(1) Except as prescribed in (2) below, to The Adjutant General of the Army.

(2) If it pertains solely to the business of a branch or bureau, to the chief thereof.

b. After call or draft into the Federal service, all official communications from the National Guard intended for consideration in the War Department will be addressed to The Adjutant General of the Army.

20. Branches and bureaus, business of.—*a.* Communications which deal exclusively with the business of a branch or bureau, and are of such character that authority outside that branch or bureau requires no knowledge thereof, and might be expected to exercise no control thereover, will ordinarily pass directly between persons serving in or performing duties pertaining to that branch or bureau, whether or not such persons, or any of them, are under the jurisdiction of the chief thereof, without passing through any authority not serving in or performing duties pertaining to such branch or bureau.

b. Except as otherwise prescribed or authorized, chiefs of branches and bureaus will submit to The Adjutant General of the Army for record and such action as may be required:

(1) All written communications requiring action by higher authority, except those having to do with matters of a purely civil nature.

(2) All written communications received by them under the provisions of paragraph 19*a* (2), and which are not within the provisions of *a*, above.

c. Chiefs of branches and bureaus will submit directly to the Secretary of War matters of a purely civil nature, unless otherwise required by their subject-matter.

21. The Adjutant General of the Army.—*a.* The Adjutant General of the Army, acting for the Secretary of War and without reference thereof to higher authority (the Secretary or Assistant Secretary of War, or the General Staff), will make appropriate disposition of all written communications received in his office from any source—

- (1) Submission of which to higher authority is not by law, regulations, orders or instructions, specifically required, or indicated as necessary, and
- (2) The action to be taken upon which—
 - (a) Is, under law, regulations, orders or instructions, within the authority of any official other than higher authority, or
 - (b) Is prescribed or indicated by law, regulations, orders or instructions, or
 - (c) Is covered by a statement of policy prescribed by higher authority, or
 - (d) Is indicated by the action prescribed, in a similar case by higher authority, or
 - (e) Is otherwise of such character that action by higher authority appears unnecessary.

b. The Adjutant General of the Army will submit to the General Staff, for action, all written communications received in his office from any source which require action in the War Department, or by the President, and which do not come within the provisions of *a*, above, or *c*, below.

c. The Adjutant General of the Army will submit directly to the Secretary of War, for action, all written communications received in his office from any source which because of their character require such submission.

22. To Army, from War Department.—Except as otherwise authorized by the Secretary of War, correspondence of the War Department with the Army, including correspondence pertaining to the business of a branch or bureau, will be through or by the Adjutant General of the Army.

23. Records of trial by court-martial.—*a*. In matters relating to records of trial by court-martial, an officer exercising general court-martial jurisdiction and the Judge Advocate General may correspond with each other directly.

b. Applications of persons entitled thereto for copies of records of trial by general court-martial, to be furnished them under the one hundred and eleventh article of war, will, when received by post or other commanders, be forwarded directly to the Judge Advocate General of the Army.

24. Judge advocates.—In routine matters, judge advocates and the Judge Advocate General may correspond directly.

25. Boards of branches.—Except as otherwise authorized by the Secretary of War, all communications to or from the board of any branch of the service, e. g., the Infantry Board, Cavalry Board, etc., will be sent through the chief of the branch to which the board pertains.

26. Militia Bureau; the National Guard.—*a*. The Militia Bureau is the proper channel of communication between the War Department and the National Guard while the latter remains in State service (see paragraph 19).

b. Communications emanating from the Militia Bureau and addressed to the governors of States or Territories will be prepared for the signature of the Secretary of War (see paragraph 20b (1)). Those addressed to adjutants general of States, Territories, or the District of Columbia will be signed by the Chief of the Militia Bureau or by officers assigned as his assistants and authorized by him to authenticate official communications.

c. The Chief of the Militia Bureau is authorized to communicate directly with the heads of branches and bureaus, and with department and corps area commanders, and vice versa, in reference to all matters pertaining exclusively to the National Guard.

27. Information to and from foreign military attaches.—All communication of official or semiofficial information to and from foreign military attachés will be made through, and requests for information concerning foreign armies, will be made, ordinarily directly, to the Assistant Chief of Staff, Military Intelligence Division, General Staff.

SECTION III

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28. References to Army Regulations.—Reference to the Army Regulations will ordinarily include the following pertaining thereto—

- a. Paragraph number.
- b. Pamphlet number.

Example:

“Reference paragraph 1, AR 350-2505.”

- c. When desirable, the pamphlet sub-title or title, or both, may be included, e. g.—
 - (1) “Reference paragraph 1, AR 350-2505, Post Schools.”
 - (2) “Reference paragraph 1, AR 350-2505, Military Education, Post Schools.”

29. References to general orders, bulletins, circulars, etc.—Reference to a general order, bulletin, circular, or other similar file, will ordinarily include the following pertaining thereto—

- a. Paragraph number, if any.
- b. Section number, if any.
- c. Title of series, e. g., “General Orders,” “Bulletin,” or “Circular.”
- d. Number in series.
- e. Source.
- f. Year of issue.
- g. Parenthetical indication of subject matter referred to, when such is not clearly indicated in the context.

Examples:

- (1) “Reference paragraph 2, Section II, General Orders, No. 82, War Department, 1919 (System of Military Publications).”
- (2) “Reference Section I, Bulletin No. 1, War Department, 1920 (Oiling floors in buildings).”
- (3) “Reference Circular No. 1, War Department, 1920 (Distribution of War Department numbered circulars).”

30. References to letters or indorsements.—a. Reference to a letter or indorsement will ordinarily include the following pertaining thereto—

- (1) File number, if any.
- (2) Office marks, if any.
- (3) Source.
- (4) Date.
- (5) Subject.
- (6) Designation or other indication of the addressee.

b. Examples:

- (1) In referring to a letter:

(a) “Reference 210.2, Off. Div., AGO Oct. 1, 1920, Subject ‘——,’ to this office.”

(b) “Reference 320.2, Q. M. Fort Jay, N. Y., Oct. 1, 1920, Subject ‘——,’ to the C. O., Co. G, 17th Inf.”

(c) "Reference 300.33, these Hq., Oct. 1, 1920, Subject '———,' to The Adjutant General of the Army."

(2) In referring to an indorsement:

(a) "Reference 4th Ind., 220.2, Enl. Div., AGO Oct. 1, 1920, to the C. O. Fourth Corps Area, on same file AGO Sept. 15, 1920, Subject '———,'."

(b) Reference 6th Ind., 123.7, Hq. 17th Inf., Oct. 1, 1920, to the Surgeon General of the Army, on 123.2, Hq. Second Corps Area, Sept. 15, 1920, Subject '———,'."

(c) "Reference 3d Ind., 126.4, these Hq. Oct. 1, 1920, to Col. John W. Doe, 17th Inf., on 126.1, Hq. 17th Inf., Sept. 20, 1920, Subject '———,'."

(3) In referring to unclassified matter:

If the prior correspondence referred to bears no file number, although it emanated from an office in which the decimal filing system is in use, the word "unclassified" will be used, e. g., "Reference unclassified, AGO February 5, 1918, Subject '———' to me."

31. References to telegrams.—*a.* (1) Reference to a telegram will ordinarily include the following pertaining thereto:

(a) Source.

(b) Date.

(c) Designation or other indication of the addressee.

(d) Indication of subject-matter.

(2) Examples:

(a) "Reference telegram, The Adjutant General's Office, Oct. 1, 1920, to me, directing ———."

(b) "Reference telegram these Hq. Oct. 1, 1920, to The Adjutant General of the Army recommending ———."

(c) "Reference your telegram Oct. 1, directing ———."

(d) "Reference my telegram Oct. 1, recommending ———."

b. The foregoing will not be construed as prohibiting the use of any other system of reference, in communications between officers or individuals for whose use such other system is or may be prescribed by a chief of a branch or bureau.

32. References to cablegrams and radiograms.—*a.* (1) Reference to a cablegram or radiogram which has passed between the same parties will ordinarily include the following pertaining thereto:

(a) Serial number of paragraph.

(b) Indication of source.

(c) Serial number of cablegram.

(2) Examples:

(a) "Reference paragraph six, our cable eight hundred eight."

(b) "Reference paragraph six, your radio eight hundred eight."

b. Reference to other cablegrams or radiograms will contain such identifying matter of similar character as may be necessary to insure identification of the subject-matter referred to.

33. Abbreviations and modifications.—The prescribed forms for reference may be abbreviated or otherwise modified, but in any case the reference will contain everything necessary to enable a prompt and certain identification of the matter referred to.

34. When no form for reference prescribed.—When no form for use in making reference to a particular subject is prescribed, reference to such subject will be made in a form similar to that herein prescribed for subjects of a similar character.

SECTION IV

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35. **One subject.**—An official communication, other than a cablegram or radiogram, will refer to one subject only.

36. **Letters of transmittal and wrapper indorsements.**—*a.* Letters of transmittal and wrapper indorsements will be used only when necessary, and when used will refer only to the matter transmitted, none are required with returns, estimates, requisitions, periodical reports, or similar papers, unless otherwise specifically prescribed by the Secretary of War.

b. A wrapper indorsement will be used only when it will serve the purpose better than a letter of transmittal.

c. When two or more separate communications require separate action, the required action will be placed on each and they will be continued as separate communications, rather than assembled and transmitted under a letter of transmittal or wrapper indorsement.

37. **Retention of original communication.**—In a proper case, when a communication is of such character that the original thereof, rather than a carbon copy or other record thereof, should be retained for record or other purposes in any office in which, or by any person by whom, it is received, the original will be so retained and a new communication will be used for conveying such action as is required. In any such case, the new communication will contain such reference to the previous communication as is necessary for a proper identification.

38. **Letter size paper.**—For all letters, for indorsements generally, and for all reports with reference to individuals, except reports made on printed blank forms prescribed by the Secretary of War, the paper used will be 8 by 10½ inches.

39. **Size of additional sheets.**—When more than one sheet is used for a communication, including the indorsements thereon, all will be of the same size.

40. **Unused margins.**—Except as otherwise prescribed by the Secretary of War, unused margins of not less than the following widths will be left in each communication:

- a.* At top:
 - (1) First page, 1 inch.
 - (2) Second and succeeding pages, 1¼ inches.
- b.* At left, 1 inch.
- c.* At right, ¾ inch.
- d.* At bottom, 1 inch. This will contain page number (see paragraph 45).

41. Use "**Commanding Officer.**"—For use in addressing official communications, the expression "Commanding Officer," or its abbreviation, is considered preferable to the expression "Commanding General," or its abbreviation.

42. **Addressed to commanding officer.**—Official communications will be addressed to the commanding officer concerned, and not to his adjutant or other officer occupying a corresponding position.

43. **Spacing.**—When typewritten, the body of a communication will ordinarily be single spaced, with a double space between numbered paragraphs. (See paragraphs 69, 72, 73b.)

44. **Paragraph and subparagraph designations.**—*a.* Except as otherwise prescribed by the Secretary of War, the several paragraphs of a communication will be numbered consecutively in a single series, Arabic numerals being used, and the several paragraphs of each indorsement thereon will be similarly numbered.

b. When designations are used for the divisions of a paragraph, the following system will ordinarily be followed:

- (1) The primary divisions will be designated by underscored lower-case letters, as a, b, c, etc.
- (2) Subdivisions of the primary divisions will be designated by Arabic numerals in parentheses, as (1), (2), (3), etc.
- (3) Subdivisions of the subdivisions of paragraphs will be designated by underscored lower-case letters in parentheses, as (a), (b), (c), etc.

c. The following illustrates the foregoing rules, 1 being the assumed number of the paragraph:

- 1. a.
 - (1)
 - (a) - (b)
 - (2)
 - (3)
- b.
- c.
 - (1)
 - (2)

d. When the communication is printed, italic letters will be used in lieu of, and as above prescribed, for underscored lower-case letters.

45. **Page numbering.**—*a.* The several pages of a communication, including the pages bearing indorsements, will be numbered consecutively in a single series, midway, about one-half inch from the bottom.

b. The writer of the first matter on any page will number that page. Each office which handles a communication will see that all pages thereof are numbered.

46. **One side of sheet.**—Except in using prescribed forms containing provision for use of both sides of the sheet, and, except for matter which is mimeographed or otherwise reproduced, one side of a sheet, only, will be used in all communications and inclosures.

47. **Use of rubber stamps.**—Rubber stamps will be used in lieu of typing for all purposes for which, and in all cases in which, the use of such stamps appears to be practicable and advantageous, and, except as to signatures (see paragraph 60c), nothing in these regulations will be construed as prohibiting the use of such stamps in any such case.

48. **Use of colored inks.**—Except as otherwise authorized or prescribed by the Secretary of War, ink other than black will not be used in official communications.

49. **How arranged and fastened.**—*a. For other than filing purposes.*—For other than filing purposes, the several parts of a communication will ordinarily be arranged and fastened together in the following order:

- (1) Original, with pages in numerical sequence, followed by original indorsements in numerical sequence, except that the last indorsement, with pages in numerical sequence, will be on top.
- (2) Inclosures, if any, in numerical sequence.
- (3) Copy, or copies, if any, followed by copy, or copies, if any, of indorsements, in numerical sequence.

b. For filing purposes.—For filing purposes, the several parts of a communication will ordinarily be similarly arranged and fastened together, except that the last original indorsement will follow immediately the other original indorsements.

c. Fastening.—The character of fastening will be such as—

- (1) Reasonably to insure against casual separation of the parts.
- (2) To permit intentional separation without mutilation. Pins will not ordinarily be used as fasteners.

50. **Sealing and wrapping.**—Proper steps will be taken to insure mail being securely sealed or wrapped, or both.

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MILITARY LETTERS

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51. **General.**—Except as otherwise authorized or prescribed by the Secretary of War, the regulations prescribed in this section will govern in all official correspondence between offices and individuals in or under the War Department, and with offices and individuals in or under the Navy Department.

52. **"IMMEDIATE ACTION" letters, general.**—*a.* Letters that upon receipt require attention and prompt action will be prepared on "IMMEDIATE ACTION" paper (see paragraph 53), will be inclosed in "IMMEDIATE ACTION" envelopes (see paragraph 1, AR 340-10), and will be known as "IMMEDIATE ACTION" letters.

b. The principal purpose in providing for "IMMEDIATE ACTION" letters is to reduce to a minimum the great expense incident to telegraphic communication, and to prevent overloading the telegraph service and thus interfering with the transmission of urgent messages by that service. To this end "IMMEDIATE ACTION" letter paper and envelopes will, so far as practicable, be used:

- (1) For all letter communications that upon receipt should receive immediate attention and prompt action, rather than be handled in the routine way.

- (2) For all urgent communications which might otherwise be sent by telegraph, but which, if sent by mail, would ordinarily reach the addressee at such time as to enable him to give appropriate attention to them, and initiate appropriate action on them, at a sufficiently early hour on the day following dispatch.

"IMMEDIATE ACTION" letter paper and envelopes will *not* be used for the purpose of expediting action on communications *which do not actually require immediate attention and prompt action upon receipt*.

c. When an "IMMEDIATE ACTION" letter is received in an office it will be brought at once to the attention of the officer whose business it is to cause proper action to be taken thereon. In any case all action necessary on an "IMMEDIATE ACTION" letter will be initiated immediately upon receipt thereof and will be completed without unnecessary delay.

53. **"IMMEDIATE ACTION" letters, paper for.**—*a.* The first sheet and the last sheet of the original of an "IMMEDIATE ACTION" letter, and of the original of each indorsement thereon, will ordinarily have in RED, on the face, in addition to other authorized matter, if any:

- (1) A border $\frac{1}{4}$ inch in width, the outer edges of the border coinciding with the edges of the paper. When printed locally this border may be broken to such extent as is made necessary by the mechanical limitations of the equipment on which it is printed. In the absence of printed "IMMEDIATE ACTION" paper, the border will be omitted.
- (2) The words "IMMEDIATE ACTION", in bold faced capital letters, at the top and bottom, spaces being left in the border for these words.

b. For intermediate sheets of the original, and for all sheets of the carbon or other copies of "IMMEDIATE ACTION" letters, ordinary letter paper, without the border or caption herein prescribed, will be used, but the first sheet and the last sheet of each copy of the letter and of each indorsement thereon will be conspicuously stamped or otherwise marked, at both top and bottom, "IMMEDIATE ACTION."

c. Paper prepared as prescribed in *a* will be known as "IMMEDIATE ACTION" paper.

54. **Heading of letter, general.**—For all letters to be signed by a subordinate for or by order of a chief of a branch or bureau, or for or by order of a commander, or other similar official, the letter heading used will be that of the headquarters and office of such chief, commander, or other official, and it will not contain the title of any subordinate office, e. g.,

a. For all letters to be signed for or by order of the Quartermaster General of the Army, the letter heading used will be that of the War Department, Office of the Quartermaster General, and it will not contain the title of any subordinate office, such as that of an assistant, or a chief of service, or any other officer.

b. For all letters to be signed for or by order of a department or corps area commander, whether by the chief of staff, or the adjutant, or some other officer, the letter heading used will be that of the headquarters and office of the department or corps area commander, and it will not contain the title of any subordinate office, such as that of the chief of staff, or the adjutant or any other officer.

55. **Heading of letter, contents, arrangement.**—*a.* The upper third of the first sheet of each letter, will, except as to additional matter in "IMMEDIATE ACTION" paper, be devoted solely to the matter described in this paragraph, none of which will be less than one inch from the top.

b. (1) The heading of a letter from an office will contain the following (see paragraph 56), arranged as indicated in (2), below, item (*a*) or item (*b*) being omitted in proper cases.

(*a*) The designation of the headquarters.

(*b*) The designation of the office.

- (c) At the upper left, a brief request for reference to the file number in making reply, including the file number and such additional identifying matter, if any, as may be desirable. If there be no file number or other identifying matter, this space will be left blank.
- (d) At the upper right, the identifying initials of the person dictating and of the person typing the letter, together with such additional identifying matter if any, of similar character, as may be desirable, including, when the letter is to be signed by another, the written initials of the person dictating the letter. When considered desirable these initials, and other identifying matter, if any, may be placed elsewhere, or may be placed only on the record copy to be retained, or may be omitted.
- (e) Post-office address.
- (f) Date.
- (g) The word "Subject," followed by a brief statement, ordinarily in not to exceed ten words, of the subject-matter of the communication.
- (h) The word "To," followed by the official designation (see paragraphs 41 and 52), or grade, name, organization and branch of service of the person addressed, followed, when necessary, by the post-office address, written underneath.

(2) Examples:

(a)

In reply refer to: HEADQUARTERS SECOND CORPS AREA,
004.6121 OFFICE OF THE CORPS AREA COMMANDER JWD-RWR
Subject: War Risk Insurance, Applications for. Governor's Island, N. Y.,
Oct. 1, 1920.

To: The Adjutant General of the Army,
Washington, D. C.

(b)

In reply refer to: HEADQUARTERS PHILIPPINE DEPARTMENT,
220.5 OFFICE OF THE INSPECTOR JWD-RWR
Subject: Decorations Manila, P. I.,
Oct. 1, 1920.

To: The Inspector General of the Army,
Washington, D. C.

(c)

In reply refer to: HEADQUARTERS SEVENTEENTH INFANTRY,
201. Doe, John W. OFFICE OF THE REGIMENTAL COMMANDER JD-RW
Subject: Discharge of above-named. Fort McPherson, Ga.
Oct. 1, 1920.

To: C. O. Fourth Corps Area,
Fort McPherson, Ga.

(d)

In reply refer to: COMPANY "G," SEVENTH INFANTRY,
56 JWD-RWR
Subject: Loss of Company Funds. Fort McPherson, Ga.,
Oct. 1, 1920.

To: C. O. 17th Inf.,
Fort McPherson, Ga.

c. (1) The heading of a letter from an individual writing as such will contain the following, arranged as indicated in (2) below:

(a) Post-office address.

(b) Date.

(c) "Subject" and "To", each followed as specified in items (g) and (h) of sub-paragraph b (1).

(2) Example:

Subject: Request Leave of Absence.

Fort McPherson, Ga.

Oct. 1, 1920.

To: C. O. Fort McPherson, Ga.

d. When the letter is to be placed in a window envelope for transmission the matter above prescribed will be so arranged and placed that when the letter is folded as prescribed (see paragraph 66), and placed in an envelope of suitable size, none of such matter but the address will, even by reason of a shifting of the letter in the envelope, be visible through the window, and so placed that all of the address will be plainly visible through the window, and that no part of it will become hidden by reason of a shifting of the letter. When letter paper 8 by $10\frac{1}{2}$ inches is used, nothing but the word "To" and the address will appear on the first fold for a distance of $1\frac{1}{8}$ inches from the bottom of the fold.

56. Printing.—So much of the matter specified in paragraphs 53 and 55 as is practicable, including one folding mark at the left, will be printed, but when printed forms are not used, the matter which would ordinarily be printed may be typed, stamped, written, or otherwise produced in the form prescribed, except that the embossing of letter-heads and note-heads will not be permitted at government expense.

Names of officers or other persons, telephone numbers, or any other matter except such as authorized above, will not be printed on letter-heads for use in any branch of the military service without prior authority therefor in writing from the Secretary of War.

57. Body of letter.—The matter required by paragraph 55 will be followed by the body of the letter, beginning below the upper one-third of the sheet.

58. No salutation; no complimentary close.—*a. Salutation.*—A salutation, such as "Sir," "I have the honor," "I would respectfully" will not be used.

b. Complimentary close.—A complimentary close, such as "Respectfully," "Very respectfully," etc., will not be used.

59. "By order of———" "For ——."—When a subordinate signs a communication for a chief of a branch or bureau, or a commander, or other similar official, and the authority by which the communication is made does not sufficiently appear in the body of the communication, the appropriate one of the following forms will appear on the communication between the body thereof and the signature:

In communications to subordinates:

"By order of ——," e. g.,

"By order of the Quartermaster General,"

"By order of the Corps Area Commander,"

"By order of the Regimental Commander,"

"By order of the Commanding Officer."

In communications to others than subordinates:

"For the ——," e. g.,

"For the Quartermaster General,"

"For the Corps Area Commander,"

"For the Regimental Commander,"

"For the Commanding Officer."

60. Signatures.—*a.* The body of a communication, or, when used, the "By order of ——," or "For ——," will be followed by the signature, except that routine indorsements on communications passing between officers of the same headquarters may pass unsigned.

b. (1) The signature will ordinarily consist of the first Christian name or initial, middle initial, and surname.

(2) The signature of an enlisted man will always consist of his first Christian name, middle initial, and surname and will be identical with his signature on his enlistment record enlistment in which he is serving at time of signing.

(3) The signature, if any, on routine indorsements referring, transmitting, forwarding, and returning papers, will consist of the initials only.

c. Signature will be made with pen, or, when necessary in the field, or otherwise, with indelible pencil, but never by facsimile. Signatures will be plainly and legibly written.

61. Name signatures, matter to follow.—Name signatures will be followed by the matter specified below:

a. Except signatures to stamped indorsements, the typewritten, stamped, or printed name, identical with the signature, e. g.,

“John W. Doe” or,

“R. W. Roe” and

b. (1) If the signature is that of the chief of a branch or bureau, his official designation e. g.,

“Chief of Infantry,”

“Quartermaster General,”

“Surgeon General,” or

(2) If the signature is that of a commanding officer signing as such, the word “commanding,” or

(3) If the signature is that of a staff officer signing correspondence of an officer—

(a) Of which he is the head, the title of such officer, e. g.,

“Adjutant,”

“Quartermaster,”

“Finance Officer,” or

(b) In which he is on duty but not the head—

1. When the particular office from which the communication emanates is sufficiently indicated by the heading thereof, or by the “For ——” or “By order of ——,” or otherwise, the word “Assistant,” or

2. When the particular office from which the communication emanates is not sufficiently indicated by the heading thereof, or by the “For ——,” or “By order of ——,” or otherwise, the words “Assistant ——,” e. g., “Assistant Adjutant,” or

(4) If the signature is that of an individual signing in a special capacity not provided for above—

An indication of the special capacity in which he is signing, e. g.,

“Inspector,”

“Surveying Officer,”

“Recorder,”

“President, Board of Officers,” or

(5) If the signature is that of an individual as such—

His grade, organization, and branch, preceded, if he is an enlisted man, by his Army serial number.

c. When desirable in a particular case, the grade, organization, and branch of the signer will follow immediately his typed, stamped, or printed name, or in case of stamped indorsements, his signature, and will precede other required matter, but, except as prescribed in (b) (5), these will not be used in signing communications generally.

62. “Official signature.”—When the expression “official signature” is used, whether in connection with correspondence or otherwise, it will be understood to include both the matter required by paragraph 60, and that required by paragraph 61.

63. Copies, number and contents of.—Each letter or indorsement that is typewritten and is addressed to an office or individual in or under the War or Navy Department, will be made with two carbon or other copies. Each stamped indorsement which is similarly addressed will ordinarily be made with one copy. When necessary, an additional copy, or copies, of either typewritten or stamped matter, may be made. Press copies will be used

only by written authority of the Secretary of War. Copies will not ordinarily be signed, but the signature placed on an original will be typed, stamped or otherwise produced on each copy thereof. Each copy made will show all matter on the original, including particularly such part of the printed letter heading, if any, as may be necessary for purposes of identification. Any person who makes changes on the original will make or cause to be made on all copies thereof such changes as will make them identical with the original.

64. Copies, disposition of.—*a.* The prescribed copies will be disposed of as follows:

(1) If the communication is sent by an office of record:

- (a) One will be forwarded with the communication to the recipient who is finally to approve, disapprove, or take other principal action on the communication.
- (b) One, when a second copy is made, will be retained for the records of the sending office.

(2) If the communication is sent by an office not of record, or by an individual:

- (a) One will be forwarded with the communication to the recipient who is finally to approve, disapprove, or take other principal action on the communication.
- (b) One, when a second copy is made, will be forwarded with the communication to the first office of record receiving the communication.
- (c) One, when a third copy is made, will be retained by the writer until no longer required by him, when it may be destroyed.

b. The first office of record which receives a communication from an office not of record, or, from an individual, will withdraw one copy thereof for its records. No other immediate recipient of a communication will withdraw a copy thereof.

c. When the original of a communication which has been finally approved, disapproved, or otherwise acted upon by the authority competent so to do, is sent out of the office in which so finally approved, disapproved, or otherwise acted upon, the complete copy thereof received with it, including the copy of each indorsement, will be filed in such office.

d. When the original of a communication which has been finally approved, disapproved, or otherwise acted upon by the authority competent so to do, is about to be filed in the office in which so finally approved, disapproved, or otherwise acted upon and there is no substantial reason for anticipating that such original will again be put in correspondence, and there is no other substantial reason for retaining the copy thereof received with it, such copy, including the copy of each indorsement, will be destroyed. If there is substantial reason for anticipating that the original will again be put in correspondence, or there is other substantial reason for retaining the copy, the latter, including the copy of each indorsement, will be retained and filed with the original.

e. When the original of a communication which has been finally approved, disapproved, or otherwise acted upon by the authority competent so to do, is about to be filed in the office of origin, or in the first office of record through which it was transmitted, and there is no substantial reason for anticipating that such original will again be put in correspondence, and there is no other substantial reason for retaining the copy thereof there on file, the latter, including the copy of each indorsement, may be destroyed.

65. Records for intermediate recipients.—*a.* An intermediate recipient of a communication will make and retain such copy or other record thereof, if any, as is required. Such record will show, as briefly as practicable, only such facts as are requisite. In making a record of a communication bearing a file number of an office other than that in which the record is being made, such file number, together with office mark and date, will be included.

b. Except in the office of origin, or in the first office of record through which it is transmitted, and in the office which finally approves, disapproves, or takes other principal action thereon, no record will, as a rule, be kept of a communication relating solely to an individual and not disciplinary in nature, unless the action taken is such that a record appears particularly to be desirable, or unless the office to which the communication is addressed does not finally approve, disapprove, or take other principal action thereon, in which case a record will be made and kept by the office to which such communication is addressed.

•66. **Folding.**—*a.* Letter paper will ordinarily be folded in three equal folds, parallel with the bottom, the lower fold over the face of the letter and the top fold toward the back of the letter.

b. When a window envelope is used, the communication will be similarly folded but in such manner as to conform to the requirements of paragraph 55 *d.*

c. When several communications are to be mailed at the same time by an office or individual to another office or individual at one address, they will, so far as practicable, be mailed together in one envelope. When the number or bulk is sufficient to warrant, they will be mailed flat in an envelope of appropriate size, in which case the envelope will bear conspicuously at both top and bottom the words "Letter Mail."

SECTION VI

INDORSEMENTS

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67. **General.**—*a.* The regulations prescribed in this section will govern as prescribed in paragraph 51.

b. Officers who forward communications received by them and requiring action, will indorse thereon their approval or disapproval, with remarks. No communication will be forwarded for action without some expression of opinion, or recommendation, or both, including, when appropriate, the reasons upon which based.

c. The indorsements on a communication will be numbered with Arabic numerals in a single series beginning with 1.

d. Indorsements may be:

- (1) Stamped, or
- (2) Written.

68. **Stamped indorsements, when used.**—Stamped indorsements will be used in routine cases relating solely to individuals and not disciplinary in nature, and in all other cases in which use thereof is practicable and advantageous, particularly in cases in which no record is required or desired to be kept.

69. **Stamped indorsements, where and how placed.**—Stamped indorsements will begin about one-half inch below the lowest element of the next preceding matter on the same page, and will be placed in order of sequence, two in line parallel to the bottom of the page, the left edge of the indorsement at the left not more than one-half inch from the left edge of the page.

70. **Stamped indorsements, contents.**—*a.* (1) The matter contained in stamps for use in making stamped indorsements will not exceed $3\frac{1}{2}$ inches in length and $1\frac{1}{2}$ inches in depth, and will comprise the items enumerated below, arranged in the sequence and in the general manner indicated herein and in (2) and (3) below, authorized abbreviations, or in the absence thereof other appropriate abbreviations, being used, so far as practicable.

(a) A rectangular border.

(b) The abbreviation "Ind," preceded by a blank space for the serial number of the indorsement.

(c) The official designation of the headquarters and the office, if any, by which the indorsement is to be sent, name of the place from which the indorsement is to be sent, and a blank space for the date.

(d) The word "To" followed by the official designation of the person to whom the indorsement is to be sent, or if to be sent to an individual, his grade, name, organization and branch or bureau. The space following the word "To" may be left blank, either wholly or in part.

(e) One of the following expressions, or any similar expression, indicating approval, disapproval, or other action by, or conveying appropriate information or instructions from, the office by which, or the individual by whom, the indorsement is being sent, e. g.,

Approved.

Approved, preceded by a blank space for the syllable "Dis."

Disapproved.

No record.

To note and return.

Contents noted.

For compliance.

For necessary action.

For necessary action and return.

The words "Approved" or "Disapproved" will be used rather than "Approval recommended" or "Disapproval recommended." The space which would otherwise be occupied by matter of the character herein prescribed may be left blank, either wholly or in part.

(f) Appropriate matter pertaining to the signature, as required by paragraphs 59, 60 and 61, including blank space for the signature.

(2) So far as practicable, the matter specified in (b), (c), (d), and (e), respectively, above, will occupy separate lines.

(3) Examples of stamped indorsements:

(a)

<p>2d Ind. Hq 15th FA Camp Travis, Tex. Ma 1/21. To CO 2d Div. ____ Approved.</p>	<p>JOHN DOE, Commanding.</p>
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(d)

<p>2d Ind. Hq Fort McPherson, Ga. Mar. 1/21 To CO 17th Inf. For compliance. By order of the Post Commander.</p>	<p>JOHN DOE, Adjutant</p>
---	-------------------------------

(b)

<p>2d Ind. Hq 2d Div. Camp Travis, Tex. Mar. 1/21. To CO Eighth Corps Area. Disapproved. For the Division Commander.</p>	<p>JAMES ROE, Adjutant.</p>
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(e)

<p>2d Ind. Hq 17th Inf. Fort McPherson, Ga. Mar. 1/21. To CO Co. G. To note and return. JWD.</p>
--

(c)

<p>2d Ind. Hq. Second Corps Area, Governors Island N. Y. Mar. 1/21. To CO Fort Jay, N. Y. JWD</p>

(f)

<p>2d Ind. Co. G 17th Inf. Fort McPherson, Ga. Mar. 1/21. To CO 17th Inf. Noted. RWR.</p>

b. When a stamped indorsement is made, blank spaces therein will, so far as necessary, be filled in by use of other stamps, with pen, or when necessary in the field, or otherwise, with indelible pencil.

71. Written indorsements, when used.—Written indorsements will be used in all cases in which use of a stamped indorsement is neither prescribed nor practicable and advantageous, particularly in cases in which a record is required or desired to be kept.

72. Written indorsements, where and how placed.—The writing width of written indorsements will be the same as that of the letter. The first written indorsement will begin about $\frac{1}{2}$ inch below the lowest element of the next preceding matter on the same page, and succeeding written indorsements will follow one another serially, with a space of about $\frac{1}{2}$ inch between indorsements, on the same page. (See paragraph 43.)

73. Written indorsements, contents, arrangement.—*a.* (1) In preparing a written indorsement the items enumerated below will be written in longhand or on the typewriter, in the sequence and in the general manner indicated in (2) below, authorized abbreviations, or, in the absence thereof, other appropriate abbreviations being used so far as practicable.

- (a) File number, if any, of the communication, including necessary additional identifying matter.
- (b) Serial number of the indorsement.
- (c) Identifying initials of the person dictating and of the person typing the indorsement, together with such additional identifying matter, if any, of similar character, as may be desirable, including, when the indorsement is to be signed by another, the written initials of the person dictating the indorsement. When considered desirable these initials and other identifying matter, if any, may be placed elsewhere, or may be placed only on the record copy to be retained, or may be omitted.
- (d) Official designation of the headquarters and the office, if any, by which the indorsement is being sent.
- (e) Name of the place from which the indorsement is being sent.
- (f) Date.
- (g) The word "To," followed by the official designation of the person to whom the indorsement is being sent, or if being sent to an individual his grade, name, organization and branch.
- (h) Post-office address of the addressee, if necessary.

(2) Examples:

(a)
300.33 Pub. Div. 1st Ind. JWD-RWR
War Department, AGO, Washington, Oct. 1, 1920—To CO Second Corps Area.

(b)
414.3 1st Ind. JWDRWR
Hq. Fort Jay, N. Y., Oct. 1, 1920—To CO 17th Inf. Fort McPherson, Ga.

(c)
54 1st Ind. JWD-RWR
Co. G, 17th Inf. Fort McPherson, Ga., Oct. 1, 1920—To 1st Lieut. John W. Doe,
17th Inf.

b. The foregoing will be followed by the body, if any, of the indorsement, beginning, when typewritten, two spaces below. Such expressions as "Referred," "Transmitted," "Forwarded," and "Returned," will not be used, nor will such expressions preceded by the word "Respectfully" be used.

c. As to the concluding parts of, and signatures on, indorsements, see paragraphs 58, 59, 60, and 61.

d. As to copies of indorsements, see paragraphs 63, 64, and 65.

SECTION VII

INCLOSURES

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74. **Exhibits not inclosures.**—Exhibits to reports of boards, etc., will be marked as such and will be appended as such to the reports to which they respectively pertain, and will not be made, or noted, or otherwise treated as, inclosures thereto.

75. **Accompanying copy not an inclosure.**—A copy of a communication which accompanies the original, as required by paragraph 64, will not constitute, or be noted, or otherwise treated as an inclosure thereto.

76. **Inclosure in duplicate, etc., constitutes but one inclosure.**—*a.* An inclosure which is in duplicate, triplicate, etc., will constitute and will be noted and otherwise treated as one inclosure, in duplicate, triplicate, etc., and will not constitute, or be noted, or otherwise treated as, two, three, or more inclosures.

b. A communication, with its inclosures, if any, which is inclosed with another communication, will constitute and will be noted and otherwise treated as one inclosure, with such number of inclosures as it may have, and will not constitute or be noted or otherwise treated as two, three, or more inclosures.

77. **Parts of inclosure to be arranged and fastened together.**—The several sheets, or parts, of an inclosure which consists of two or more sheets or parts, or is in duplicate, triplicate, etc., or has inclosures, will be arranged in proper sequence and will be fastened together and maintained in that sequence.

78. **Inclosures to be arranged and numbered.** —*a.* All inclosures to a communication, including those pertaining to the indorsements thereon, will be arranged in proper sequence, will be numbered in a single series and will be maintained in that sequence.

b. The serial number of an inclosure which has been withdrawn from a communication will not be given to any other inclosure to that communication. Should the withdrawn inclosure be replaced with the communication, it will be given its former number as an inclosure thereto.

79. **Inclosure notations, by whom made.**—Required notations on inclosures, and notations on communications with reference to inclosures, will be made in the office in which the inclosures concerned originate as such or are added or withdrawn as such.

80. **Notations on inclosures, where placed.**—Notations required to be made on inclosures will ordinarily be made on the face of each copy thereof, in the lower left corner, but may be made elsewhere on the face, or on the back, when necessary or especially desirable in the particular case.

81. Notations on inclosures, how made.—*a.* (1) Each inclosure will have noted thereon, ordinarily in lead pencil, but, when desirable, in ink—

- (a) The fact that it is an inclosure.
- (b) Its number in the inclosure series.

When desirable, it may also have noted thereon, similarly, such other matter as may be necessary to identify it with both the basic communication, and the indorsement, if any, with which it was inclosed.

(2) Examples:

- (a) "Incl 1."
- (b) "Incl 1, 300.33, AGO Oct. 1/21."
- (c) "Incl 1, 300.33, AGO Oct. 1/21, (5th Ind.)."

b. (1) When an inclosure is in duplicate, triplicate, etc. (see paragraph 76), each part thereof, i.e., the original, duplicate, triplicate, etc., will ordinarily be marked as prescribed in *a*, each copy being given the same mark as the original. In any such case each part, i. e., the original, duplicate, triplicate, etc., will also be marked with the number of that part in a series beginning with 1. This latter number will be placed at the upper right of its number as an inclosure.

(2) Examples:

- (a) "Incl 1¹."
"Incl 1²."
"Incl 1³."
- (b) "Incl 1¹ 300.33, AGO Oct 1/21."
"Incl 1² 300.33, AGO Oct 1/21."
"Incl 1³ 300.33, AGO Oct 1/21."
- (c) "Incl 1¹ 300.33, AGO Oct 1/21, (6th Ind.)."
"Incl 1² 300.33, AGO Oct 1/21, (6th Ind.)."
"Incl 1³ 300.33, AGO Oct 1/21, (6th Ind.)."

(3) When an inclosure which is in duplicate, triplicate, etc., consists of printed documents, or when for other reason considered desirable, notations may be omitted from all copies other than the original, or that which is taken as the original.

82. Inclosure notations on communications, where placed.—Notations as to inclosures, if any, will be made on the face of a communication below the body thereof and beginning at the left margin.

83. Notations as to initial inclosures.—*a.* (1) When inclosures are first placed with a communication, notation will be made below the communication, or the indorsement, to which they pertain, showing the total number of such inclosures, followed by a list showing as to each:

- (a) Its number.
- (b) Its title, or a brief description of it, or both.
- (c) If it is in duplicate, triplicate, etc, that fact.
- (d) If it has inclosures of its own, that fact, with the total number of such inclosures.

(2) Examples:

- (a) "1 Incl—
Draft of proposed AR 340-15, in duplicate."
- (b) "2 Incls—
Incl 1—Copy Cir. No. 188, W. D. 1920 (Victory Medal).
Incl 2—Copy Decorations & Service Medals Cir.
WD AGO Aug 24/20."
- (c) "4 Incls—
Incl 1—Blank Form No. 525, AFO.
Incl 2—Letter 300.33, AGO Oct 1/21, in duplicate.
Incl 3—Report Board of Officers, in triplicate.
Incl 4—Letter 220.4, Hq. Second Corps Area Sept. 4/20, with 7 Incls."

b. In a particular case the list above prescribed, or a suitable part thereof may, when considered desirable, be abbreviated by combining in one item the matter which would otherwise be stated in two or more items. In any such case, however, the resultant item will set forth clearly the numbers and either the titles or a description, or both, of all the inclosures covered by it.

84. **Notations as to inclosures added or withdrawn.**—*a.* When, in connection with an indorsement thereon, inclosures are added to or withdrawn from a communication already carrying inclosures, notation will be made below such indorsement showing:

- (1) The total number of inclosures finally accompanying, and which of them are in duplicate, triplicate, etc., or have inclosures.
- (2) The additions, including the total number added, and a list, as prescribed in paragraph 83 (omitting information as to duplicates, triplicates, etc.), of those added.
- (3) The withdrawals, including the total number withdrawn and their numbers.

b. Examples:

- (1) "8 Incls—Incl 2 in duplicate.
Incl 6 in triplicate.
Incl 8 in triplicate.

Added: 2 Incls—Incl 7—Morning Report, Co. G, 17th Inf. for July 1920.
Incl 8—Roster, Co. G, 17th Inf. for July 1920.

- (2) "4 Incls—Incl 2 in duplicate.
Incl 6 in triplicate.
Withdrawn: 2 Incls—3 and 5."

- (3) "6 Incls—Incl 2 in duplicate.
Incl 6 in triplicate.
Incl 8 in triplicate.

Added: 2 Incls—Incl 7—Report of Physical Examination.
Incl 8—Statement of testimony expected.
Withdrawn: 2 Incls—3 and 5."

85. **Notation when no inclosures added or withdrawn.**—When, in connection with an indorsement thereon, inclosures are not added to or withdrawn from a communication already carrying inclosures, the following notation will be made below such indorsement, viz:

"Incls: No change."

86. **Inclosure to be listed once, only.**—An inclosure once listed as prescribed herein will not again be listed in the same communication.

87. **Inclosures in separate container.**—*a.* When necessary the assembled inclosures to a communication, each bearing its proper notation and all being noted on the communication as herein prescribed, will be placed in a separate container so marked as to insure prompt identification with the communication to which the inclosures pertain, e. g., "Inclosures to 210.2, 1GO Oct. 1/21.

b. Inclosures so placed in a separate container will ordinarily be forwarded in the usual way with the communication to which they pertain. When necessary, however, they may be forwarded under separate cover, in which event the carbon or other copy of the communication to which they pertain will, when practicable, accompany the inclosures under the separate cover and the required inclosure notations on the communication to which they pertain will contain appropriate special notation of the facts as to forwarding the inclosures and copy under separate cover.

c. Inclosures forwarded under separate cover will continue to be considered, noted, and otherwise treated as inclosures to the communication from which they are so separated, and will not be considered, noted or otherwise treated as withdrawn or otherwise permanently separated from such communication.

SECTION VIII

NONMILITARY LETTERS

PARAGRAPH

General	88
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88. **General.**—Except with offices or individuals in or under the Navy Department, official correspondence with offices or individuals not in or under the War Department will be in the general forms in use in good civilian practice.

89. **Details.**—The regulations hereinbefore prescribed will govern in official correspondence with offices and individuals not in or under the War Department or the Navy Department, except that—

a. The letter heading (paragraph 55)—

- (1) May contain "In reply, please address: (Official designation of writer)" at the upper left.
- (2) Will not ordinarily contain the form words "Subject" or "To," or the matter prescribed to follow the word "Subject," but when considered desirable may contain these.
- (3) Will, as to the address, be in the form:

(*a*) If to an individual, as such:

Mr. John W. Doe,
1234 Roe Street,
Chicago, Ill.

(*b*) If to a Representative in Congress:

1. Honorable John W. Doe,
House of Representatives,
Washington, D. C. *or*

2. Honorable John W. Doe,
Representative in Congress,
1234 Roe Street,
Chicago, Ill.

(*c*) If to a United States Senator:

1. Honorable John W. Doe,
United States Senate,
Washington, D. C. *or*

2. Honorable John W. Doe,
United States Senator,
1234 Roe Street,
Chicago, Ill.

(*d*) If to the Governor of a State:

Honorable John W. Doe,
Governor of the State of New York,
Albany, N. Y.

b. The body of the letter (paragraph 57)—

- (1) Will be introduced by an appropriate salutation, such as "Sir," "My dear Sir," "Dear Sir," "My dear Madam," "Dear Madam," ("——— Madam" will ordinarily be used in addressing unmarried as well as married women). "Dear Senator," "My dear Senator," etc.
- (2) Will ordinarily contain no paragraph numbers.
- (3) Will ordinarily, when typewritten, be double spaced, unless it covers more than one page, in which event, it may be single spaced.

c. A complimentary close (paragraph 58)—

Such as "Respectfully," "Very respectfully," "Very truly," "Very truly yours," "Very sincerely," "Very sincerely yours," will be used.

d. In lieu of the regulations with reference to copies and records (paragraphs 63 and 64) the following will govern:

- (1) One carbon or other copy, only, will ordinarily be made, and this only in cases in which the communication is of such character as to warrant retaining a record thereof. If additional copies are required for special purposes, such as furnishing to some one concerned, etc., they will be made.
- (2) If the communication is of such character as to warrant retaining a record thereof, one carbon or other copy thereof will be retained for the records of the writer. If the writer is an individual, the retained copy may be destroyed when no longer required by him.
- (3) Ordinarily no copy thereof will be forwarded with the communication, but one or more may be so forwarded when desirable in a particular case.

e. Indorsements (paragraphs 67-73) will not ordinarily be used, but when used, may when desirable, contain such expressions as "Respectfully referred," "Respectfully transmitted," "Respectfully forwarded," and "Respectfully returned."

Form of Signature. For the purpose of securing uniformity throughout the National Guard, all officers in signing official papers should add their, rank; numerical designation of regiment; arm, corps or department, and name of their State followed by "National Guard", e. g., Captain, 171st Field Artillery, Illinois National Guard. Major, Medical Corps, Virginia National Guard. (Cir. Let. No. 75, M. B., Nov. 24, 1920.)

Signature of Coast Artillery officers.

For the purpose of securing uniformity, Coast Artillery officers in signing official papers should indicate their rank and status as follows:—

(a) For officers assigned to anti-aircraft units. Major —th Artillery (Anti-aircraft) New Hampshire National Guard.

(b) For officers assigned to fixed defences. Captain, Coast Artillery Corps, Maine National Guard. (Letter 325, 4-A. M. B., Oct. 15, 1921.)

Correspondence direct with Militia Bureau.

The Militia Bureau recognizes the fact that not only are the instructors intended to be of service to the National Guard but also that the officers in the Bureau itself may prove to be useful as advisors to individuals in search of information. It should therefore be understood that the services of the officers on duty in the Militia Bureau in charge of the various branches are at the command of the National Guardsmen.

This is not to be construed as an invitation to disregard the regulations concerning the proper use of official channels for military correspondence. The State Adjutants General and the Corps Area Commanders should, of course, have the opportunity of reviewing the matters that, under the regulations come within their respective jurisdictions, but on many questions requiring information or suggestion rather than official action the officers on duty in the Militia Bureau may hereafter be consulted freely either verbally or by direct personal letter. Such letters should be addressed to,

Militia Bureau, War Department, Washington, D.C."

It is clear that the privilege herein extended may be abused. The Militia Bureau hopes that this will not occur and it relies on the good sense of the National Guard officers to see that the Bureau is not flooded with a mass of correspondence concerning minutiae of the Drill Regulations, etc., that would defeat the purpose of the suggested plan. Interpretation of the Drill Regulations and kindred matters should be left with the instructors,

but where the latter cannot assist or where delay is to be avoided or a just complaint submitted or sources of dissatisfaction to be investigated (such as the failure of shipments of equipment to arrive within a reasonable time) — these and like matters may be presented expeditiously by personal letter to the Militia Bureau officer concerned, who will endeavor to obtain the information desired and to forward a prompt reply or to secure a proper remedy.

Through the measures suggested in this letter, it is hoped that in the future delays and misunderstandings may to a greater extent be avoided, that the field of usefulness of the Militia Bureau may be further extended and that the feeling of harmony and mutual respect between the two branches of our nation's military service may be strengthened. (Letter 325.3 M. B., Feb. 1920.)

ARTICLE VI

Training and Instruction

A. GENERAL PROVISIONS

Discipline of National Guard. The discipline (which includes training) of the National Guard shall conform to the system which is now or may hereafter be prescribed for the Regular Army, and the training shall be carried out by the several States, Territories, and the District of Columbia so as to conform to the provisions of this Act. (Sec. 91, N. D. A.)

Training of the National Guard. Each company, troop, battery, and detachment in the National Guard shall assemble for drill and instruction, including indoor target practice, not less than forty-eight times each year, and shall, in addition thereto, participate in encampments, maneuvers, or other exercises, including outdoor target practice, at least fifteen days in training each year, including target practice, unless such company, troop, battery, or detachment shall have been excused from participation in any part thereof by the Secretary of War. (Sec. 92, N. D. A.)

Duties of the Militia Bureau in Instruction and Training. (a) Recommendation to the Chief of Staff as to the general plans, policies and regulations affecting the instruction and training of the National Guard when it is not in the Federal service.

(b) Preparation of the necessary orders and detailed instructions to make effective the approved plans, policies and regulations, and promulgation of these orders and instructions when approved by the Secretary of War.

(c) Preparation of manuals of instruction for the officers and enlisted men of the Regular Army on duty with the National Guard and publication of same when approved by the Secretary of War. (G. O., No. 6, W. D., 1922.)

Corps Area Commanders and Training.

The duties of department and Corps Area Commanders are — * * *

Supervision of all armory and field instruction. * * *

Control of all instructors, commissioned and noncommissioned, assigned to stations or units within the department or corps area. (G. O. 6, W. D., 1922.)

Training Schedules and Standards. In preparing schedules for training the National Guard, the limited time available and the intermittent character of the work require the maximum concentration upon those subjects which are the most essential. It can not be expected that the standards of efficiency to be attained will be equal to those established for troops which devote their entire time to military service. (Training Policy, M. B., Aug. 31, 1921.)

Training Schedule for Entire Year. The prescribing of a training schedule applicable to all the National Guard troops of any service is impracticable. Local conditions will vary widely; some units are new from captain to private, others have had considerable experience and know how to function as a team. The situation which confronts the companies should be thoroughly understood by the regimental commander who is expected to visit and observe and assist all the organizations in his command. Schedules of armory instruction will be prepared by the Regular Army Instructor, detailed for duty with an organization of the National Guard, after consultation with the commanding officer of the organization. These schedules, after approval by the proper State official, should be published for the guidance of the officers who are responsible for the execution of the pro-

gram. Training schedules for the summer encampment will be similarly prepared but transmitted by the Instructor to the Corps Area Commander for final action. In the preparation of the Instruction schedules the latest training memoranda of the different services and the standards of proficiency which have been adopted in the training of the Regular Army will be available. The proper application of the information contained in such manuals will rest with the judgment and initiative of the respective commanders. Full consideration will be given to the time limits involved, which, as a rule, cannot be extended. Ordinarily seventy two (72) hours per year will be the maximum time which can be devoted to armory instruction and not more than fifteen (15) days will be available for field training. Manifestly selection must be made of those features of Regular Army training which are considered the most important and the most practicable of application. For the present year emphasis must be laid on such features to the complete exclusion of other subjects which have a place in the annual program of instruction in the Regular Army but which must be postponed in the case of the National Guard. No combined maneuvers will be prescribed without special authority from the Militia Bureau, War Department. Subject to the above instructions the armory training schedule will be arranged so that it constitutes a first period of a general program, the natural ending of which will be the summer outdoor period. When practicable neither part should include exercises which could be better covered in the other period of the program. (Training Policy, M. B., Aug. 31, 1921.)

General Scheme of Training.

A. Instruction in the following subjects will be given to all branches of the National Guard:

1. Discipline.
2. Military courtesy and customs of the service.
3. Exercises for physical development.
4. Care, making up, and use of personal equipment (Infantry), including arms.
5. Personal hygiene and first aid.
6. School of the Soldier (Infantry).
7. School of the Squad (Infantry).
8. Guard duty.
9. Tent pitching and camp expedients.
10. Marches and march discipline.
11. Performance of riot duty.

B. In addition to the subjects listed in Section A, instruction in the different arms and branches will cover the subjects given below:

INFANTRY

(a) School of platoon and company; ceremonies; preliminary training for target practice and field firing; instruction in special weapons, manipulation and handling of machine gun, automatic rifles, bayonets, 37 mm guns, light trench mortars, hand and rifle grenades; training of specialists; map reading; tests of proficiency.

(b) Target practice; field firing; combat exercises; terrain exercises and maneuvers of units no larger than a war strength company; field fortifications, Infantry Training Circular No. 1, Militia Bureau, April 22, 1921.

(c) *Tanks.* School of the platoon and company; target practice; instruction in special weapons, — machine guns, 37 mm. guns, and 6 pounders; care and operation of tractors, trucks, and motorcycles; construction, upkeep, and operation of tanks; training of specialists; map reading; tests of proficiency.

CAVALRY

(a) School of the trooper, mounted and dismounted; elementary principles of equitation; training of specialists; care of animals, map reading and road sketching.

(b) Mounted and dismounted, with and without arms, progressive through squad and platoon; target practice, — rifle, automatic rifle, machine gun, and pistol; week-end practice marches; entraining and detraining; making and breaking camp; mounted attack; dismounted fire action; terrain exercises; combat problems; ceremonies, inspections and reviews; tests of proficiency.

FIELD ARTILLERY

(a) Dismounted drills; ceremonies; preliminary exercises of the gun squad; cannoneer, and firing battery; sub-caliber and service firing; care of animals; pistol practice; machine gun and automatic rifle practice; care, preservation and cleaning of material; training of specialists.

(b) Equitation and horsemanship, including the soldier mounted, stable management; driving and draft; principles of draft; the battery mounted; entraining and detraining; making and breaking camp; tests of proficiency.

(c) In motorized batteries, care of tractors and motors should be substituted for all that pertains to the training and care of horses in like batteries. Lectures should be delivered on the care of gas engines.

(d) For training of all organizations of Field Artillery consult Training Circular No. 3, Militia Bureau. (New Field Artillery Organizations).

COAST ARTILLERY

(a) Infantry Instruction; Close Order drill in school of the platoon and company; ceremonies and inspections; rifle and pistol marksmanship. (Bayonet exercise and extended order drill will not be required. Small arms target practice will be held at the home station or at the fortifications to which assigned depending on local conditions).

(b) Artillery Instruction: Service of the armament to which assigned; care and preservation of material; sub-caliber and service firing; training of specialists. (Instruction in the care and operation of motor transportation will be given to those troops assigned to mobile units).

ENGINEERS

(a) School of the platoon and company; bayonet practice; ceremonies; target practice.

(b) Instruction in the elements of the following: Field fortifications, including location and construction of trenches; construction and use of various types of revetments; construction and use of obstacles; military explosives and their use; military map reading, including practical use of various types of sketching apparatus; military bridges; training of specialists; tests of proficiency.

MEDICAL DEPARTMENT

(a) Drill, including squad, detachment, company, and ambulance; anatomy and physiology and first aid; pharmacy and dispensary work; minor surgery and the use of splints and appliances; nursing and hospital management; recruiting and finger-printing; hygiene and sanitation, general and military; papers, reports, and returns; control and prevention of venereal disease.

(b) Field exercises to demonstrate the practical operation and interdependence of medical department organizations; practical first aid and transportation of wounded in connection with litter and ambulance drill; practical camp sanitation and hygiene, including disposal of garbage and human and animal excreta; practical sanitary service in the trenches; water purification in the field; practical venereal prophylaxis; tests of proficiency.

SIGNAL CORPS

(a) Drill; School of platoon and company; ceremonies and inspections.

(b) Preliminary training for pistol practice; pistol practice; care and adjustment of the service buzzer; care and use of the telephone, buzzer-phone and switchboard; visual

signalling; buzzer practice; care and use of radio equipment; map reading; laying and maintenance of wire lines; training of specialists; tests of proficiency.

General Scheme of Training. C. Instruction in subjects, other than those listed in sections A and B, will be given only when authorized by the corps area commander. Such authority should not be given unless the organization in question is reported by the instructor in immediate supervision thereof, as proficient in the subjects listed in A and B. Instruction in subjects that entail an expenditure of Federal funds, such as firing (other than the prescribed small arms firing) and use of gas, etc., will not be authorized without the sanction of the Militia Bureau of the War Department. (Letter M. B., Aug. 31, 1921.)

Specialization in Training. This limitation on time is a fundamental consideration which must be recognized not only in the general training policy but in preparing the schedules of instruction and arranging the details of execution. The National Guard officer or noncommissioned officer is not expected to become a competent instructor in all of the technical and tactical details and the solution of the problem must be found in such a division of work as will permit individuals to concentrate on only a part of the whole duty. Their work must be so laid out as to permit officers and noncommissioned officers to specialize on one or at least a few subjects and then be developed so that they can perfect themselves to a point where their own efforts as instructors will be valuable as coming from one who has specialized on the particular subjects considered. The methods known as the block system are calculated to meet such a situation as confronts the National Guard, and where applicable, it is recommended that the system be followed for a part of each training day. (Training Policy, M. B., Aug. 31, 1921.)

The "Block" System of Instruction. The "Block" system of instruction of units has been tried out in a few States and has given satisfactory results.

The system divides the complete course of instruction necessary to produce a well trained unit into "blocks" and requires each individual, squad and platoon to become proficient in the subjects embraced by each block before passing into the next block of group of subjects. This system presupposes the existence of experts who are to act as Instructors in their particular branch. Some newly formed National Guard units do not include in their personnel the number of experts required by this system and it has been suggested that an intensive course of training at the 15 day field training period would provide block instructors for the organizations not already provided with them. The progress of this system is being carefully observed by the Militia Bureau and if results warrant it, recommendation will be made to extend the system to the entire National Guard. (Address, C. M. B., Dec. 12, 1921.)

B. ATTENDANCE AT ARMY SERVICE SCHOOLS

Officers at Service Schools. When authorized by the President, upon the recommendation of the governors of their respective States or Territories or of the commanding general of the District of Columbia Militia, officers of the National Guard may attend and pursue a regular course of study at any general or special service school except the United States Military Academy. The number and character of Army service schools to which National Guard officers are eligible will be published from time to time in circulars from the Militia Bureau. (Par. 494, N. G. R., '22.)

Applications for admission to service schools will be submitted through military channels in time to reach the Chief of the Militia Bureau at least two months before the commencement of the school year. (Par. 495, N. G. R., '22.)

Information as to Schools may be had from the Adjutant General of the State.

Attendance of National Guard Officers at Army Service Schools. In accordance with the provisions of Paragraph 494, National Guard Regulations, the following details concerning the attendance of National Guard officers at the Army Service Schools are published for the information and guidance of all concerned:

1. General Service School.

There will be no special courses for National Guard officers at the General Service Schools (The School of the Line and the General Staff School at Fort Leavenworth and the General Staff College at Washington D. C.,) National Guard Officers detailed to these schools will take the full and complete course of instruction and will be on the same footing as to qualifications, grading, selection for advanced courses, etc., as regular officers. In order to be eligible for detail to the General Staff School or General Staff College an officer must have satisfactorily completed the course at the Service School immediately below it in the chain of education. (See Paragraph 21, General Orders 112, War Department, 1919.)

Specially qualified officers who have had experience during the World War may submit applications to take the course of instruction at the School of the Line. Applications to take this course, giving previous service, educational qualifications and bearing the approval of higher commanders must be submitted through channels to the Militia Bureau.

The number of officers who may be detailed to take this course of instruction will depend upon the accommodations available at the School and the funds available for this purpose.

2. Special Service Schools.

Special courses of instruction as indicated below for classes of National Guard officers have been arranged at the following Special Service Schools:

(a) **The Infantry School, Camp Benning, Ga.**

To attend Infantry School at Camp Benning, Ga., Infantry Officers not above the grade of Captain at the rate of two per regiment.

(b) **The Cavalry School, Fort Riley, Kansas.**

To attend Cavalry School at Fort Riley, Kansas. Cavalry Officers not above the grade of Captain at the rate of two per regiment.

(c) **The Field Artillery School, Fort Sill, Okla.**

To attend Field Artillery School at Fort Sill, Okla. Artillery Field or Line officers at the rate of one per battalion.

(d) **The Coast Artillery School at Fort Monroe, Va.**

To attend the Coast Artillery School at Fort Monroe, Va. One Coast Artillery Officer per company.

(e) **Tank Corps School, Camp Meade, Md.**

To attend the Tank School at Camp Meade, Md. One officer per company.

The courses of instruction at all the above Special Service Schools have been arranged with the idea of developing instructors for the different branches of the Service. It is desired to send to these Schools the maximum number of officers allowed by appropriations and the facilities available at the school. Adjutants General will submit to the Militia Bureau the names of officers recommended by them for detail to the above schools.

3. Schools for Medical Officers.

a. **Army Medical School, Washington, D. C.**

Arrangements have been made with the Surgeon General for not to exceed five medical officers of the National Guard to attend the course at the Army Medical School, Washington, D. C. The course at this school lasts for about eight months.

Adjutants General are requested to notify all recognized medical officers of their States of the above, and to forward such applications as they approve for medical officers to attend this school.

b. **Field School for the Medical Dept., Carlisle, Pa.**

Under date of May 15, 1920, the Adjutant General of the Army approved the application of the Surgeon General for the development of a Field School for the Medical Department on the Carlisle Military Reservation, in Pennsylvania. The establishment of this school is in keeping with the policy announced in General Orders 112, War Department,

1919. The date of the opening of this School is not at present known; upon opening it will receive medical, dental and veterinary officers. Notice will be given later of the opening of this school and an opportunity given National Guard medical, dental and veterinary officers to apply to take the course.

4. National Guard officers attending the service schools will be entitled to the same pay (not above that of Captain), quarters, etc., while actually in attendance at the school and the same travel allowances to and from the school as are officers of the Regular Army.

5. It is desired that especial care be given to the selection of student officers and that they be selected for their natural military aptitude and with a view to utilizing their services to the maximum as instructors. It must be understood that the taking of the course of instruction at any of the above schools is entirely voluntary on the part of the officer concerned, and no officer should be recommended to take any one of the courses who does not desire the same. (Cir. Let. No. 36, M. B., 1920.)

Attendance of National Guard officers at the Infantry School. The special object of this course is to develop *instructors* for the Infantry arm of the service, and State authorities should select officers on the basis of their probable aptitude and availability for this particular work. As the number of officers who can be detailed will be restricted by the limited appropriation it will be the policy of the Militia Bureau to send officers who represent organizations which now have no graduates of the Infantry School.

Application should show the *organization* and *post office address* of the candidates and recommendations should indicate the *order of preference* in case it is impossible to detail the full number who apply.

Officers who receive certificates of proficiency from the Infantry School, will be exempt, for a period of five years, from examination in the subjects in which they qualify.

So far as pay of the Officers remaining on duty with the National Guard organizations is concerned, students attending Army Service Schools will be considered as present for duty during armory drills and instruction.

The attention of candidates is invited to Paragraphs 494-502, inclusive, National Guard Regulations, 1922. Student officers will be housed in barracks. No accommodations will be available at the post for student officers' families and it is practically impossible to rent suitable places of abode in Columbus, Georgia, the nearest city. Officers for the next class must be selected from among those who will not require quarters for dependents. (Letter M. B., 352, Infantry, July 11, 1921.)

The selection of officers of the National Guard for attendance at Service Schools, is made by the Militia Bureau by correspondence through the Adjutants General of the States, to whom, from time to time, the directions are furnished. Application should therefore be made to the Adjutant General of the State for correct information as to character of courses open to National Guard officers and enlisted men and dates of attendance.

Enlisted Men at Service Schools. When authorized by the President, upon recommendation of governors of their respective States or Territories or the commanding general of the District of Columbia Militia, enlisted men of the National Guard may attend and pursue a regular course of study at any service school appropriate to their arm of the service and to which enlisted men of the Regular Army are eligible. The number and character of service schools to which enlisted men of the National Guard are eligible will be published from time to time in circulars from the Militia Bureau. (Par. 504, N. G. R., '22.)

Appointment to West Point. Under the provisions of section 2, act of Congress approved May 4, 1916, the President is authorized to appoint cadets to the United States Military Academy from among enlisted men divided in number as nearly equal as practicable between the Regular Army and the National Guard, between the ages of 19 and 22 years, who have served as enlisted men not less than one year, to be selected under such regulations as the President may prescribe.

These appointments will be made on the recommendations of the governors of the several States and Territories and the commanding general, District of Columbia Militia, and correspondence relative thereto should be forwarded direct to The Adjutant General of the Army. (Par. 503, N. G. R., '22.)

Qualifications for Service School. In order to be eligible for detail to attend special service schools, enlisted men of the National Guard must be of sound health, of good moral character, and must have such educational qualifications as will enable them to participate profitably in the regular course of instruction at the school. (Par. 505, N. G. R., '22.)

Application for Service School. As a necessary preliminary to obtaining permission to attend a service school enlisted men of the National Guard must be recommended to the Secretary of War by the governors of their respective States. The recommendation in each case should be accompanied (a) by information as to the age of the applicant and length and character of his service in the National Guard, the course he desires to pursue, his educational qualifications, and his experience and instruction, if any, in the kind of work for which he requests instruction; and (b) by satisfactory evidence that the applicant is of sound health and of good moral character. (Par. 506, N. G. R., '22.)

Pay of Officers and Enlisted Men. National Guard officers and enlisted men are entitled to increased pay provided for the regular army by the Act of May 18, 1920, while attending Army Service Schools under proper orders. (Cir. Let. No. 61, M. B., Oct. 15, 1920.)

Accommodations for families of National Guard Officers attending Army Service Schools. In connection with the details set forth in Circular Letter No. 36, this Bureau, dated June 18, 1920, relating to the detail of National Guard Officers as students at the various service schools, it is desired that all prospective candidates for such detail be informed that there will be no accommodations at such schools for their families. Reports from the schools indicate also that it is practically impossible to obtain suitable quarters for families in the vicinity of the schools.

Officers having families, who attend these schools, will be entitled while present laws remain in force, to commutation of quarters for their families while in attendance thereat. (Cir. Letter No. 37, M. B., 1920.)

Allowances of enlisted men on school details. The Comptroller under date of January 26, 1921, decided that enlisted men of the National Guard detailed under the provisions of Section 99 to attend a military service school for a regular course of study or a school at or near an Army post for routine practical instruction, are entitled to transportation and to rations in kind, or commutation therefor, for the time properly consumed in traveling to and from the school etc., and all Property and Disbursing Officers are directed to comply with the above decision in settlement of such expense accounts, incurred subsequent to January 25, 1921. (Letter M. B., 352.4 General, Feb. 16, 1921.)

Allowances for Dependents while traveling. The subject of whether officers and enlisted men of the National Guard authorized to attend and pursue a regular course of study at military service schools or attached to an organization of the same arm, corps, or department to which the officer or enlisted men belongs for routine practical instruction (Section 99 of the Act of June 3, 1916) were entitled to commutation of quarters for their dependents during the time consumed in travel to and from the school or organization was submitted to the Comptroller of the Treasury for decision. In reply, the Comptroller, under date of June 3, 1920, states that such officers and men are only entitled to commutation of quarters for dependents while such officers and men are in actual attendance at the school, or with the Army organization, which is similar to his decision of November 28, 1919, regarding pay for such members. The commutation of quarters, etc., for dependents, while the officers and men are at the school, is, by law, authorized only to June 30, 1922.

In view of the above, all Property and Disbursing Officers are directed to comply with the above decisions in settlement of expense accounts of officers and enlisted men of the

National Guard, performed under the provisions of Section 99 of the Act of June 3, 1916, and if any payment for commutation of quarters for dependents has been paid for the time the officer or enlisted man was traveling, immediate steps should be taken to have the overpayment refunded. (Letter M. B., June 16, 1920.)

Discharge and Reenlistment. Upon receipt of authority to attend an Army service school enlisted men will be discharged and reenlisted for the organization to which they belonged, in order that the United States will derive the benefit of the service of such men for a full term of enlistment, and that no discharges will accrue while in attendance at Army Service Schools. (Par. 507, N. G. R., '22.)

Uniform at Service School. Enlisted men attending a service school must be provided with the proper uniforms of the organization to which they belong. (Par. 507, N. G. R., '22.)

C. OFFICERS AND MEN OF THE NATIONAL GUARD ATTACHED TO THE REGULAR ARMY FOR INSTRUCTION

Applications. When authorized by the President, upon the recommendation of the governors of their respective States, a limited number of selected officers or enlisted men of the National Guard may be attached to the Regular Army for routine practical instruction at or near an Army post during a period of field training or other outdoor exercises. Applications for detail to duty with regular troops should be submitted through military channels in time to reach the Chief of the Militia Bureau at least two months before the commencement of the exercises. (Par. 512, N. G. R., '22.)

Enlisted Men Limited to N. C. O. Applications from enlisted men will be limited to those who are noncommissioned officers, and the complete record and history of military service will be submitted with each application. (Par. 513, N. G. R., '22.)

ARMORY DRILL AND INSTRUCTION

Prescribed Course of Instruction. Training courses for each arm and corps will be published by the War Department. It will be the duty of instructors to prepare schedules covering the courses prescribed for their arms and corps and to supervise the execution of the details of such courses. Special reports will be made to the department commanders for reference to the Chief, Militia Bureau, of all neglects on the part of organizations to conform to the schedules. (Par. 438, N. G. R., '22.)

Publication of Course. The program will be prepared by the Regular Army Instructor, detailed for duty with an organization of the National Guard, after consultation with the commanding officer of the organization. These schedules, after approval by the proper state official, should be published for the guidance of the officers who are responsible for the execution of the program.

Organization commanders shall designate in advance the days and hours for the prescribed assemblies of their organizations and publish the schedules in appropriate orders, notation of which will be made in the pay rolls. (Par. 439, N. G. R., '22.)

Responsibility of Captain. The commanding officer of a company is responsible for the instruction, tactical efficiency, and preparedness for field service of his company, for its appearance and discipline, for the care and preservation of its equipment, and for the proper performance of duties connected with its pay, clothing, accounts, reports, and returns. (Par. 440, N. G. R., '22.)

Command of Company. In the absence of its captain, the command of a company devolves upon the subaltern next in rank who is serving with it, unless otherwise especially directed by higher authority. (Par. 440, N. G. R., '22.)

Lieutenants of Company. Captains will require their lieutenants to assist in the performance of all company duties and to exercise command of the company in field and

armory instruction. They will ordinarily assign each of their subaltern officers to a specific position in the administration of the company and hold them responsible for results attained. One subaltern should be assigned to administrative duties, including the preparation of rosters, accounts, reports and returns, relieving the captain of the details of paper work required by regulations. One subaltern should be assigned to and placed in charge of the arms, equipment, and other property issued to the company. The assignment of a subaltern to positions as given above does not relieve the captain of responsibility for the complete efficiency of the company and proper care of property, nor the subaltern for efficiency in his personal instruction and training. (Par. 441, N. G. R., '22.)

General Policy in Armory Instruction. During the period of armory training in particular the policy will be to confine the scope of instruction to those elementary and essential subjects in which enlisted men and units can be well grounded rather than to extend the field unduly with the purpose of making the instruction comprehensive, — a method which may result in imparting a smattering of many things but a thorough knowledge of none. (Training Program M. B., Aug. 31, 1921.)

Training of Units in Armory. With the exception of instruction for recruits and individuals and squads, the inherent difficulties of the situation will generally limit the armory training to drills of precision. It may not be possible to complete this class of instruction before the encampment but the aim should be to devote most of the outdoor period to those exercises which it is not practicable to conduct in the armory. The schedule for the training of units should be a progressive plan with a definite beginning and a definite ending. To this end the objectives must be clearly prescribed so that the available time will be used to the best advantage and that there may be no unnecessary repetition. (Training Program, M. B., Aug. 31, 1921.)

Armory Training for Officers. In addition to the work which naturally falls to an officer as a part of his organization it is expected that all officers will spend the equivalent of at least one weekly drill period on individual study, where possible officers schools will be organized to work under the supervision of the Instructor, correspondence methods being resorted to where local conditions make it necessary. In this work, as well as in the instruction of units, the fullest possible use will be made of those officers who have attended a special service school. It is considered that they are under a special obligation to give more than the usual amount of time to the instruction and development of the National Guard. (Training Prog. M. B., Aug. 31, 1921.)

Instruction of Recruits. In the present system of enlisting the National Guard the training of recruits will be an ever present problem and it is therefore necessary that there be a clear understanding of the task and of the objectives to be attained. Instructors will strive for simplicity in this training and make the work as practical as possible, prescribing qualification tests which permit of advancement of the recruits from one step to another in accordance with their observed progress. So far as is possible the aim should be to furnish recruit instruction in the armory and take to the annual encampment organizations which are ready to work as units. (Training Program, M. B., Aug. 31, 1921.)

Number of Assemblies. Each company, troop, battery, and detachment in the National Guard shall assemble for armory drill and instruction, including indoor target practice, not less than 48 times each calendar year. Each and every assembly shall be of at least one and one-half hours' duration. (Sec. 92, N. D. A.)

Officers May Earn Pay for not to exceed 5 drills per month or 60 in any one calendar year — and enlisted men may earn pay for not to exceed 8 drills per month or 60 in any one calendar year. Each drill must be a regular drill or other period of instruction authorized by the Secretary of War, and must be ordered or prescribed for each organization. (Secs. 109 and 110, N. D. A.)

It Will Best Serve the interests of the organization and its individual members and allow of maximum pay if five drills are prescribed for each month, keeping the same day

each week and ordering an extra one when the month has only four regular drills or the regular drill day falls on a holiday. If this course is adopted attendance at any three drills during the month will qualify an enlisted man for minimum pay for that month, and will also allow carrying the maximum yearly pay by attending all drills during the year. No other arrangement of drills will make it possible for both the officers and the enlisted men to earn maximum pay.

Two Assemblies May Count as One Drill. Two assemblies held within a week (commencing Sunday and ending Saturday, inclusive) may be counted as one drill: *Provided*, That the attendance at each drill be at least one commissioned officer and 30 per cent of the actual total enlisted strength of the organization, that actual enlisted strength being not less than 30 per cent of minimum Federal recognition strength, but no captain, lieutenant, warrant officer, or enlisted man belonging to the organization can secure credit for more than one drill of this character in any one week even though he may have attended both. (Par. 930 (a), N. G. R., '22.)

The drills authorized in this paragraph will be recorded separately on proper forms, using a column for each drill to show the attendance thereat. (Par. 930(b), N. G. R., '22.)

Drills in Excess of 48 a year. Assemblies in excess of 48 in a year or 24 in the semiannual period may be prescribed, but enlisted men receive no pay for more than 8 drills in any one calendar month or 60 in any one year, and captains and lieutenants belonging to the organization receive no pay for more than 5 drills in any one calendar month. (Par. 930 (c), N. G. R., '22.)

Drill With Own Company. In order to receive credit for drill, a member of an organization must drill or participate in exercises with his own organization. However, the personnel of headquarters and service companies or troops is such as to permit certain exceptions to be made to this regulation without loss of efficiency in the training of these organizations. The exceptions authorized are fully stated below:

(a) The Regimental Headquarters Company (except Engineers) should be organized with the entire company at one station, preferably that of the regimental commander.

(b) The Battalion Headquarters Company (except Engineers) should be located at the station of the battalion commander. For the Field Artillery, where the batteries of a battalion are located at more than one station, the first, second, and third sections of the Headquarters Detachment and Battalion Combat Train may be located at the stations of the corresponding batteries. In this case the commissioned and enlisted personnel should be attached for drill to the battery with which stationed and a certificate as to attendance furnished the battalion commander.

(c) Division and brigade headquarters companies, military police companies, and regimental service companies (except Engineers) should be organized either with the entire company at one station or with the commissioned and enlisted personnel of each subdivision of the company all at one station. More than one subdivision may be located at the same station.

Where a commissioned officer of the subdivided company is not provided for a subdivision by the Tables of Organization, credit will be allowed for drills supervised by any commissioned officer.

NOTE.—It is not necessary that a commissioned officer attend or supervise the drill or exercises of the band section to entitle the members of such organization to drill pay. (Decision Compt. Treasury, Vol. 27, p. 954.)

The subdivided company will be paid upon a single organization roll made up by the captain or senior officer in the subdivided company from data furnished to him by the officer in charge of each subdivision of the subdivided company in the form of a certificate. The drill night in each subdivision need not be identical throughout the subdivided company. The requirements for an attendance not to exceed eight pay drills in any one month and the provisions governing the pay of officers will apply to the subdivided company as it does to other organizations.

(d) The Headquarters and Service Company of an Engineer regiment may be organized at a single station or in two platoons at neighboring stations. In case one or both of the battalion headquarters are not located at the same station as the Headquarters and Service Company, the State authorities may, if desired, permit a battalion sergeant major and one private, first class, to be stationed with each separately located battalion headquarters. Where such an arrangement is made the strength of the Headquarters and Service Company is to be reduced by the number of men detached.

Where an Engineer regiment is divided among several stations, the State authorities may, if desired, arrange for the enlistment at each of the separate company stations of one or more of the master sergeants and technical sergeants authorized for the Headquarters and Service Company. It is understood that this arrangement will be adopted only for the purpose of utilizing the services of these technical noncommissioned officers as instructors. Such detached men should be carried on the pay roll of the Headquarters and Service Company.

(e) The Medical Supply Section, Medical Regiment, should be located at a point where instruction in its duties and functions can be obtained and where the personnel of this unit may familiarize themselves with medical supplies, preferably in a town or city of considerable size where the property and disbursing officer and the State storehouses for medical supplies are located.

(f) The personnel of the Medical Laboratory Section, Medical Regiment, may suitably be appointed from the personnel of large civil laboratories, and this unit should be located, if possible, in proximity to these laboratories.

(g) The Veterinary Company, Medical Regiment, should be stationed at the same place with the mounted organizations which they are to serve in order that they may secure training in their duties and be able to accompany them to camps for periods of field training.

(h) For purposes of drill and instruction the officers and enlisted men forming the headquarters detachment of a coast-defense command will be attached to fire commands or companies or assigned to other instruction work by the coast-defense commander. The officer under whom this personnel receives instruction will certify the drill attendance to the coast-defense commander, who will submit a consolidated pay roll for the entire detachment.

(i) Colonels, lieutenant colonels, and majors of a regiment are required to attend the number of assemblies for armory drill and instruction, and of the same duration as prescribed for officers of companies. Their duties will consist of participating in tactical evolutions with their commands when the latter are drilled as units, close supervision of the training, appropriate practical work in administration, and such administrative and tactical studies and exercises as may be prescribed by the instructor. They will visit the various units of their commands and exercise a constant and close supervision of the manner in which the prescribed drills and exercises are executed, and will conduct a critique at the end of each drill witnessed. Their remarks will include an enumeration of the deficiencies observed and a statement of the means to be taken to correct them.

(k) Staff officers (except those commanding companies) of the Adjutant General's Department, Inspector General's Department, Judge Advocate General's Department Quartermaster Corps, and the Ordinance Department will be required to attend the number of assemblies for drills and of the same duration prescribed for officers of companies. Their duties in uniform in armories will consist of appropriate practical work in administration, supply, mobilization, equipment, and records, and in such administrative and tactical studies and exercises as may be prescribed by the instructor in carrying out the program prescribed by the War Department.

Details of Men for Drill. The commanding officer of a company, troop, or battery may designate not to exceed one officer, one noncommissioned officer, and one private who may be authorized to spend the drill period in work on the company records, care of arms,

equipment, and property, preparation of work for noncommissioned officers' schools, and conduct of authorized examinations. (Par. 928 (h), N. G. R., '22.)

Meaning of "Drill" described. "The word 'drill' will not necessarily be restricted to tactical evolutions, but it may be interpreted to include practical and theoretical instruction in duties pertaining to the special arms or in such subjects as guard duty, care of the rifle, equipment, and special arms, instruction in tent pitching, combat, patrols, outposts, minor tactics, problems on the sand table, field fortifications, talks on machines, camps, care of the feet, sanitation, first aid to the injured, making and breaking camp, packing wagons, railroad transportation, care of animals, making of pay rolls, military courtesy and customs of the service, the Articles of War, gallery practice, instruction and examination of gunners, rated men, and noncommissioned officers. (Par. 928 (j), N. G. R., '22.)

A company may participate in an out-door exercise or maneuver and take credit for the same as an armory drill, provided that such exercise or maneuver shall be of not less than one and one-half hours' duration. (Par. 928 (j), N. G. R., '22.)

Credit for not to exceed one assembly for armory drill in any one week and not to exceed eight such credits in any one calendar year may be given to a soldier for participation in target practice on a rifle range: *Provided*, That the target practice shall be supervised by a commissioned officer, and that not less than eight enlisted men of the same company shall be present and engage in target practice for a continuous period of not less than one and one-half hours, and: *Provided further*, That the above provisions shall not apply to camps of instruction for field training or for camps for rifle practice." (Par. 928 (k), N. G. R., '22.)

Target Practice as Drill.

1. Subparagraph e, paragraph 491, National Guard Regulations, is not changed or eliminated by Circular Letter No. 51.

2. A Company Commander may take credit for drill attendance of an officer and eight or more enlisted men who attended target practice **in place** of a weekly drill **provided** that no soldier shall be given such credit more than once in any one week, nor for more than eight such participations in target practice in any one year, nor shall any soldier be counted more than once in reckoning the company attendance for any given drill. (M. B., Dec. 19, 1921.)

Conduct of Outdoor Exercises. Whenever possible outdoor assemblies should be held, this being particularly important in the case of mounted and motorized organizations. By making extra effort a few week ends or holidays can probably be devoted to such exercises and in such cases it is more than ever essential that the organization commander prepare a precise plan of instruction for the time at his disposal. Otherwise an outdoor exercise is apt to develop into little more than a march which though valuable as a means of teaching march discipline is nevertheless out of place as a test of endurance. (Train. Prog. M. B., Aug. 31, 1921.)

Staff and Noncommissioned Staff. Staff officers and headquarters detachments will be required to attend the number of drills and of the same duration prescribed for officers of companies. Their duties will consist of participating in tactical evolutions with their commands when the latter are drilled as units, and of appropriate administrative and tactical studies and exercises prescribed by the instructor when their commands are not so drilled. (Par. 445 (j), N. G. R., '22.)

Enlisted Staff Corps Detachment. The enlisted personnel of staff corps and departments assigned to divisions and of State administrative staff and brigade headquarters detachments will be required to attend the number of assemblies for drill, such assemblies to be of the same duration prescribed for companies. Their duties in uniform in armories, arsenals, and storehouses will consist of appropriate practical work in administration, supply, mobilization, equipment, and records, and in such appropriate studies and exercises as may be prescribed by the instructor. (Par. 446, N. G. R., '22.)

Location of Enlisted Staff. The location of the enlisted personnel of staff corps and departments assigned to divisions and of State administrative staff will be such that they may be instructed by the officers of their own corps or department, and no such enlisted man should be stationed at a town where there is no officer of his corps or detachment. (Par. 447, N. G. R., '22.)

Dental and Veterinary officers Armory Drill.

"Under the recently published Tables of Organization for the medical department, dental officers are given as a part of Regimental Sanitary Detachments for infantry divisions and dental and veterinary officers are included in Sanitary Detachments for Cavalry and Field Artillery."

"The requirements that 50% of the commissioned strength be present at formations *should* include the dental and veterinary officers."

"Credit should be given for correspondence courses when the time consumed on such courses equals the required drill periods, and same is certified to by the Instructor."

"Dental officers and veterinary officers of the detachment should be *required* to attend all armory instruction with the detachment of which they are members or they should be assigned to some other detachment where they *could* attend drills, or Federal recognition be withdrawn from them, in other words, the officers belonging to a detachment or other organization should live at the point the detachment is located or so near that the distance would not interfere with their attending drills." (1st Ind. M. B., dated Feb. 26, 1921, File M. B., 240.91.)

Examinations for first and second-class gunners and ratings will be held under the provisions of Drill Regulations for Coast Artillery and War Department circulars. Qualifications and ratings will be made as prescribed by War Department orders and by paragraph 1343, Army Regulations, 1913, as amended by Changes No. 43, War Department, 1916. (Par. 140, N. G. R., '22.)

Mounted Instruction. At least 90 per cent of the mounted drills and exercises must be devoted to the following instruction:

Cavalry. The school of the trooper, squad, platoon, troop, or higher units, equitation and field training mounted.

Field Artillery. Harness and draft, driving, and the evolutions and tactical use of field artillery with the carriages hitched.

Engineers. Equitation and reconnaissance.

Ambulance Companies. The technical employment of transportation and equipment.

Signal Companies. The technical employment of transportation and matériel. All drills of machine-gun and howitzer companies will be devoted to packing and the technical and tactical use of matériel. (Par. 957, N. G. R., '22.)

Pooling of Horses of Several Units. When two or more mounted organizations are stationed in the same place, animals of the several organizations may be pooled for the purpose of instruction and placed under the temporary control of the organization commander whose organization is to use them for drill. All animals pertaining to organizations where two or more troops of cavalry or batteries of artillery are stationed will be under the control of the senior officer for instruction purposes who will prescribe the schedules for drill and allotment of animals. (Par. 958, N. G. R., '22.)

Riding on the road by individuals for pleasure purposes not in connection with or as a part of an exercise ordered for training purposes will not be reported as instruction given and will not be credited as such. (Par. 959, N. G. R., '22.)

Motion Pictures in Training. The value of motion-pictures as a means of training for officers and men has been thoroughly demonstrated. They permit of visualization by

the student of many subjects which, when studied from the text only, appear dense and are very difficult to fix in the mind. They have also proven particularly valuable as a means of teaching enlisted men drill, mechanical maneuvers as pertaining to the various classes of matériel, draft, harnessing, etc. (Cir. Let. No. 65, M. B., Dec. 13, 1919.)

The Field Artillery Battalion Combat Train. May either be organized, together with the battalion headquarters, at a station separate from the stations of the batteries composing the battalion; or, if the batteries are in separate stations, one section of the *Combat Train* may be organized at the station of each one of the detached batteries. (Cir. Let. No. 9, M. B., Feb. 8, 1921.)

Reservists at Armory Drill. Officers and enlisted men of the assigned and unassigned National Guard Reserve, upon their own request, may be authorized to attend the armory instruction of active organizations, but they will not form any part of the minimum strength of attendance required by the War Department at such instruction nor be entitled to armory pay or allowances. (Par. 193, N. G. R., '22.)

R. O. T. C. Drill Attendance. Members of the Reserve Officers' Training Corps may attend Armory drills and receive Armory drill pay only for the drills so attended. (Par. 1005(e), N. G. R., '22.)

R. O. T. C. Members Counted Present. For the purpose of complying with the conditions of paragraph 928(a), commanding officers of any company, troop, battery or detachment may count as present at all drills such numbers of the members of their respective organizations who are also members of the Reserve Officers' Training Corps, not to exceed ten per cent of the minimum authorized enlisted strength of the organization. (Par. 1005(b), N. G. R., '22.)

R. O. T. C. Members Absent from Drill. Members of the Reserve Officers' Training Corps will be required to furnish to their Commanding Officer a certificate from professors of military science and tactics to indicate their membership therein for the period they are excused from organization drills. (Par. 1005(c), N. G. R., '22.)

Schools and Correspondence Courses. Armory drills will be supplemented by such armory schools, courses, and questions and answers, as may be prescribed by the War Department for officers and enlisted men. Instructors will conduct these courses and the examinations thereon in accordance with the directions in each case. It shall be the duty of officers and enlisted men of the National Guard to pursue the studies prescribed in such armory schools, correspondence courses, and questions, and to take the examinations thereon. All stationery, maps, and material required for such armory schools and correspondence courses will be procured by requisition upon the Chief, Militia Bureau, the cost thereof to be charged against the State's apportionments. (Par. 456, N. G. R., '22.)

Army Correspondence Courses. In the conduct of Army Correspondence Courses ample provision is made for National Guard Officers to participate in these courses provided they volunteer.

National Guard officers who volunteer to take the Army Correspondence Courses must understand that by so doing it in no manner relieves them from any duty in connection with the practical instruction and administration of their commands or the theoretical instruction as prescribed in Par. 456, National Guard Regulations, '22. (Cir. Let. 2, M. B., Jan. 6, 1922.)

Correspondence Course for Medical Officers. In addition to participating in the instruction prescribed for sanitary units and detachments and other duties prescribed for medical, dental, veterinary, and medical administrative corps officers of the National Guard, all officers of the Medical Department will pursue a course of instruction consisting of a series of questions and answers conducted by mail on the subjects pertaining to their duties as officers in the military service. This course is required for all officers of the Medical Department. (Cir. No. 4, M. B., Sept. 8, 1921.)

Correspondence Courses for Medical Officers. The following instructions for the correspondence course for medical officers of the National Guard are published for the information and guidance of all concerned. All previous orders and regulations in conflict are hereby rescinded.

1. In addition to participating in the instruction prescribed for sanitary units and detachments and other duties prescribed for medical, dental, veterinary, and medical administrative corps officers of the National Guard, all officers of the Medical Department will pursue a course of instruction consisting of a series of questions and answers conducted by mail on subjects pertaining to their duties as officers in the military service. This course is required for all officers of the Medical Department, and while optional for officers of the Reserve, should be taken by them if practicable.

2. This course for medical officers will cover a period of three years and will be divided as follows:

(a) **Basic.** For all officers who have not completed and received the required average in this course. It will embrace the following subjects:

Standards for physical examination for entrance in the National Guard; Army Regulations No. 40-105, June 20, 1921, (Standards of Physical Examination for entrance into the Regular Army, National Guard, and Organized Reserves), and Army Regulations No. 40-110, June 20, 1921 (Standards of Physical Examination for Flying);

Drill Regulations and Service Manual for the Sanitary Troops, U. S. Army, 1917, with changes;

National Guard Regulations, 1919, with changes;

Manual for the Medical Department, 1916 (corrected to June 15, 1918), with changes.

(b) **Year "A" Course.** For all officers who have qualified in the Basic Course. It will embrace the following subjects:

Regulations for the Army of the United States, 1913 (corrected to April 15, 1917), with changes.

Drill Regulations and Service Manual for the Sanitary Troops, U. S. Army, 1917, with changes;

Field Service Regulations, U. S. Army, 1914 (corrected to July 31, 1918), with changes;

General and Military Hygiene, Ashburn, 2d Edition;

Manual for Courts-martial, U. S. Army, 1921, with changes;

Manual for the Medical Department, 1916 (corrected to June 15, 1918), with changes.

(c) **Year "B" Course.** For all officers who have qualified in the Basic and Year "A" Courses. It will embrace the following subjects:

Regulations for the Army of the United States, 1913 (corrected to April 15, 1917), with changes;

General and Military Hygiene, Ashburn, 2d Edition;

Field Service Regulations, U. S. Army (corrected to July 31, 1918), with changes;

Military Sketching and Map Reading, Grieves. 3d Edition.

Manual for the Medical Department, 1916 (corrected to June 15, 1918), with changes.

The course for officers of the dental, veterinary, and medical administrative corps will for the present cover a period of two years, and will be divided as follows:

For officers of the Dental, Veterinary, and Medical Administrative Corps.

Basic and Year "A" Courses.

National Guard Regulations, 1919, with changes;

Manual for the Medical Department, U. S. Army, 1916 (corrected to June 15, 1918), with changes;

Regulations for the Army of the United States, 1913 (corrected to April 15, 1917), with changes.

If other subjects of importance to these officers make it advisable, a third year will be added to this course in future.

3. Regulations for conducting the correspondence course.

(a) Under normal conditions the course for each class will begin November 1 of each year and continue for a period of six months. In exceptional cases this period may be extended by the War Department, but in no case will extension be granted beyond October 15 of the year in which the course should have been completed. Officers who fail to complete the course on or before the above-mentioned date will be required to take the course over again.

(b) Questions for each course will be prepared in the Militia Bureau and sufficient copies furnished instructors designated by the War Department to conduct the course for the officers in their territory.

(c) The scope of the work in any one course will consist of not more than six papers of not more than sixty questions each. One set of papers will be completed by student officers and forwarded to the instructor on the last day of the month indicated on the question sheet.

(d) Instructors will request the adjutants general of the states in their respective territory to furnish them with the names, rank, and addresses of all medical department officers in the state concerned, including reserve officers. The instructors will ascertain by correspondence with the reserve officers if they desire to take the correspondence course. They will then send to each medical department officer (to the address furnished by the adjutant general), also to the reserve officers who have expressed a desire to take the course, all the papers pertaining to the course prescribed for the officer concerned, with a copy of this circular, a receipt for which will be required. Before sending out the question sheets, instructors will fill in the blank data thereon so that student officers will know when, where, and to whom the complete paper is to be sent.

(e) Student officers upon receipt of the papers pertaining to the course prescribed for them will, after a careful reading and study of the page or paragraph indicated after each question, typewrite or write out the answers to each question in his own language without immediate reference to the text. The copying of the text in toto will not accomplish the purpose of this course of instruction.

(f) Answers should be confined to the questions and be as brief as the subject warrants. Many of the questions can be answered by yes or no, others by a few words. The aim of the course is to familiarize officers with their military duties, and enable them to find any information pertaining to their duties in the military service.

(g) Answers to questions will be made on legal cap paper, marginal ruled. The margin will not be written on. In this space the instructors will make such comments as may be deemed necessary. All stationery, including penalty envelopes, necessary to conduct the correspondence course will be furnished by the state concerned upon request of the instructor.

(h) Upon receipt of completed papers submitted by student officers, instructors will carefully review them, making such comment and criticism as may be necessary to convey a clear understanding of the subject. Instructors will mark all papers upon their merit. The marks given on each paper will not be entered thereon but will be recorded and kept on file. All papers will be returned to student officers, who should file them for future reference.

(i) Marks will be reported to the Militia Bureau on forms prescribed for that purpose not later than June 1 of each year. These reports will be made in triplicate for each state, one to be retained by the instructor, one to be sent to the Militia Bureau and one to the adjutant general of the state concerned. Similar additional reports will be made on November 1 for those officers who have been granted an extension of time to complete the course.

(j) A rating of 60% in each individual paper and 75% as the average of all papers in a course is required for qualification. Officers qualifying will be furnished a certificate by the Militia Bureau on the completion of each year's work. (Cir. No. 4, M. B., Sept. 28, 1921.)

2. ARMORY DRILL PAY

The Requirements and Regulations concerning armory instruction must be complied with as a condition before pay for armory drills is allowed.

Pay for the National Guard Officers. Captains and lieutenants belonging to organizations of the National Guard shall receive compensation at the rate of one-thirtieth of the monthly base pay of their grades as prescribed for the Regular Army for each regular drill or other period of instruction authorized by the Secretary of War, not exceeding five in any one calendar month, at which they shall have been officially present for the entire required period, and at which at least 50 per centum of the commissioned strength and 60 per centum of the enlisted strength attend and participate for not less than one and one-half hours. Captains commanding organizations shall receive \$240 a year in addition to the drill pay herein prescribed. Officers above the grade of captain shall receive not more than \$500 a year, and officers below the grade of major, not belonging to organizations, shall receive not more than four-thirtieths of the monthly base pay of their grades for satisfactory performance of their appropriate duties under such regulations as the Secretary of War may prescribe. Pay under the provisions of this section shall not accrue to any officer during a period when he shall be lawfully entitled to the same pay as an officer of corresponding grade in the Regular Army. (Sec. 109, N. D. A.)

Record of Attendance at Drill. The commanding officer of each company, troop, battery, and detachment shall keep, on War Department Form 367 (b) a monthly record, in triplicate, of each officer and enlisted man of his organization at every drill or assembly for instruction, showing the number of the person, the date of the drill, the period during which he was actually present and under instruction in uniform, and the character of the drill and instruction for the entire period. This roster of attendance will form a part of the copy of the pay roll retained in the company. (Par. 454, N. G. R., '22.)

Attendance. The record of attendance as to each drill should be completed on the drill report Form 367b immediately after such drill so that at the termination of the three months' period, the drill attendance will be complete and the rolls may be completed and will be forwarded by the organization commander to the Instructor. (Par. 917, N. G. R., '22).

Pay for Drill or Instruction. In order that officers and enlisted men may receive pay for armory drill assemblies or other commensurate service, the following provisions of law and regulations must be complied with:

a. Captains and lieutenants belonging to organizations of the National Guard shall receive compensation at the rate of one-thirtieth of the monthly base pay of their grades as prescribed for the Regular Army for each regular drill or period of instruction, not exceeding five in any one calendar month, providing the following conditions are met for each drill.

(1) At least fifty per centum of the actual commissioned strength of the organizations must attend and participate for not less than one and one-half hours, exclusive of rests and interruptions.

(2) At least sixty per centum of the actual enlisted strength of the organization must attend and participate for not less than one and one-half hours, exclusive of rests and interruptions.

(3) The character of the instruction shall be such as may be authorized by Secretary of War.

b. Captains commanding organizations shall receive \$240.00 a year in addition to the drill pay set forth above.

c. Captains and lieutenants not belonging to an organization shall receive a compensation per month at the rate of four-thirtieths of the monthly base pay of their grades as prescribed for the Regular Army, when they have satisfactorily performed the duties prescribed in these regulations.

Officers of this class are on a monthly pay basis and will be entitled to their maximum pay provided they have attended not less than four drills, assemblies, or have satisfactorily performed the duties prescribed in these regulations for any month. If the number attended during a calendar month is below four, they shall receive for each drill attended, or equivalent duty performed, one-fourth of their monthly rate.

d. All officers above the grade of captain, whether belonging to organizations or not, when they have satisfactorily performed the duties prescribed in these regulations, shall receive compensation at the rate of \$500.00 per annum, except that such officers are not entitled to drill pay for the time they are on duty in encampments or camps of instruction and are receiving the same pay as officers of corresponding grades in the Regular Army.

For field officers of the line to secure full pay of \$500.00 per annum, they must attend not less than 48 assemblies for drill and instruction or perform duty which is certified to by the Regular Army Instructor as equivalent thereto while serving an entire calendar year. If the number attended during an entire calendar year is below 48, they shall receive \$10.41 2/3 for each drill attended or equivalent duty performed.

Officers above the grade of captain not residing at the stations of their commands, who follow courses of instruction prescribed by Instructors or perform other military duties which are considered equivalent in value to the 48 assemblies required for line officers, will be treated in a similar manner as field officers of the line. Certificate of Regular Army Instructors will be required in all cases. (Par. 928, N. G. R., '22.)

Actual Basis for Computation.

"The term 'per centum of enlisted strength' as used in the statutes under consideration (Section 109, act of June 3, 1916, as amended by the act of June 4, 1920) means that per centum of the actual number of enlisted men belonging to the organizations and that no arbitrary or minimum number can be adopted as a basis for computation."

For example, for an organization of 2 officers and 50 men, 1 officer and 36 men must attend, for an organization of 3 officers and 85 men, 2 officers and 51 men must attend (50% of the **actual** commissioned strength, and 60% of the **actual** enlisted strength.) (Circular Letter No. 53, M. B., Aug. 10, 1921.)

Minimum Strength in Actual Basis of Computation. By a decision of the Comptroller General, dated Feb. 24, 1922, you are informed that in regard to officers qualifying for armory drill pay it is necessary that 60 per centum of the actual enlisted strength be present, **SUCH ENLISTED STRENGTH** being not **LESS** than the **MINIMUM** required for **FEDERAL RECOGNITION**. (Cir. Let. No. 18, M.B., March 3, 1922) and (Par. 928 (a), N. G. R., '22.)

Captains Commanding Companies.

1. The following decision as to officers of the National Guard who are entitled to \$240.00 additional pay per year as captains commanding organizations is published for the information and guidance of all concerned:

"This pay shall accrue only to captains commanding companies, troops, batteries, or units or detachments similar to a company in organization or administration which maintains a strength of not less than fifty enlisted men."

"The following commanders are not entitled to this additional pay:

(a) Officers junior to grade of captain who perform the duties of captains commanding bodies of troops as enumerated above.

(b) Officers senior to the grade of captain who command bodies of troops as enumerated above, or other units.

(c) Commanding Officers of units other than those enumerated above whatever their grade." (Circular Letter No. 54, M. B., Aug. 16, 1921) and (Par. 928 (b), N. G. R., '22.)

Organization Defined.

In section 109, National Defense Act, difference in pay is established between officers "belonging to an organization" and "not belonging to an organization."

The Militia Bureau defines the meaning of the word "organization" so used as "Company or its equivalent." (2nd Ind. M. B., Nov. 15, 1921.)

Captain Commanding Staff Corps Detachment.

A captain commanding the enlisted personnel of a State Staff Corps, or Department, is not entitled to receive the \$240.00 additional pay, as a State Staff Corps or Department is not an organization. Organization means company or its equivalent. (3 Ind. M. B., Feb. 26, 1921.)

Officers Absent from Drill while on Duty Status.

Under date of November 29, 1920, the Judge Advocate General ruled: When an officer is absent from his organization on duty which entitles him to Regular Army pay of his grade, remark should be made on the pay rolls of his organization to the effect that he is not entitled to armory drill pay for the period. But may be considered as present at drills in so far as such attendance affects the rights of other members to pay.

NOTE. — Such an officer is counted as present for purposes of determining the percentage of officers present in the computation of armory drill pay of the officers of the organizations. (Circular Letter No. 78, M. B., Dec. 9, 1920.)

Pay for National Guard Enlisted Men. Each enlisted man belonging to an organization of the National Guard shall receive compensation at the rate of one-thirtieth of the initial monthly pay of his grade in the Regular Army for each drill ordered for his organization where he is officially present and in which he participates for not less than one and one-half hours, not exceeding eight in any one calendar month, and not exceeding sixty drills in this one year: *Provided*, That no enlisted man shall receive any pay under the provisions of section for any month in which he shall have attended less than 60 per centum of the drills or other exercises prescribed for his organization: *Provided further*, That the proviso contained in section 92 of this Act shall not operate to prevent the payment of enlisted men actually present at any duly ordered drill or other exercise: *And provided further*, That periods of any actual military duty equivalent to the drills herein prescribed (except those periods of service for which members of the National Guard may become lawfully entitled to the same pay as officers and enlisted men of the corresponding grades in the Regular Army) may be accepted as service in lieu of such drills when so provided by the Secretary of War. (Sec. 110, N. D. A.)

GENERAL PRINCIPLES GOVERNING ARMORY DRILL PAY

Captain Commanding Organization — Additional Pay. A captain commanding a company or equal organization draws the additional allowance of \$240.00 per annum, only for the number of days he actually was present with and commanded the organization and exclusive of any days in field exercise under Federal pay. (Sec. 109, N. D. A.)

Organization Must be Federally Recognized. Pay for drills can only accrue for any member of a company, troop, battery, or detachment from the date of recognition by the War Department as National Guard of the organization of which he is a member. (Par. 924 (a), N. G. R., '22.)

NOTE.—After July 15, 1922, no National Guard officer is entitled to Federal pay unless he has qualified before a duly constituted board. (Circular Letter No. 43, M. B., May 16, 1922.)

Individual Must be Federally Recognized. Pay for drills can only accrue for any member of the National Guard from the date he has individually qualified as a member of the National Guard by taking the oath prescribed and the date when he qualified must be entered on the pay rolls. (Par. 924 (b), N. G. R., '22.)

Not to Draw Double Pay. Pay for drills can only accrue for any member of the National Guard for periods exclusive of the time while in the service of the United States or at a camp of instruction or of any other time for which service he may become lawfully

entitled to the same pay of corresponding grade in the Regular Army. (Par. 928 (f), N. G. R., '22.)

Fractions less than unit not counted.

In computing number of drills necessary to entitle an enlisted man to pay for a month, fractions less than a unit are disregarded. Thus when seven drills are prescribed it takes an attendance at five of them to qualify for pay although sixty percent of seven is only four and two tenths. (Decision of the Comptroller, March 3, 1921.)

Pay for fractional part of Month.

Under date of Nov. 29, 1921, the Comptroller has decided that an enlisted man enlisted or discharged during the month cannot qualify for pay for that month unless he attends sixty per cent of all the drills prescribed for the organization during the month. Thus a man who enlists on Dec. 15 in a company that has drills prescribed every Wednesday cannot qualify even if he attends both the drills held after his enlistment. (Letter, Chief of Finance, Dec. 17, 1921.)

Drill attendance of Enlisted during Month.

In order to be entitled to pay for any month, an enlisted man must have attended at least 60 percent of all the drills prescribed for the organization during that month, even if he was enlisted or discharged during the month and had no chance to attend the drills held prior to his enlistment or after his discharge. (Decision of Comptroller, Dec. 13, 1921.)

Band Leaders Paid as Master Sergeants.

Until Congress shall have provided funds for payment of warrant officers, National Guard, and fixed the rate of pay for armory drill, Band Leaders National Guard, will be appointed as Master Sergeants (Class 1, enlisted men) and will be paid accordingly for both encampment service and armory drills. (Circular Letter No. 4, M. B., Jan. 20, 1921.)

The band section and mounted section of a headquarters company of the National Guard are each an organization within the meaning of section 48 of the Act of June 4, 1920, 41 Stat. 784, prescribing the rate of pay of enlisted men of the National Guard according to the percentages of drills attended, and the number of drills ordered for each section should be treated separately as the basis for computing the pay of enlisted men attending such drills.

"It is not necessary that a commissioned officer attend or supervise the drills or exercises of the band section of a headquarters company of the National Guard to entitle members of such organization to drill pay." (Finance Circular No. 60, dated June 28, 1921.)

Helpers, Caretakers, etc., at Armory Drill.

"Helpers," caretakers, mechanics etc. detailed to care for equipment are entitled to Armory Drill pay in addition to other pay as "helpers" provided they comply with the requirement of attendance at armory drills. (2d Ind. M.B., Nov. 15, 1921.)

Armory drill pay, during encampment.

No officer or enlisted man can receive credit toward armory drill pay and camp pay on the same day. If payment is made for one kind of duty the other is excluded. (3 Ind. M. B., Nov. 18, 1921.)

Longevity Pay increase. Prior service in the National Guard cannot be considered for the purpose of qualifying National Guard officers for longevity pay. (Cir. Let. M. B., No. 61, Oct. 15, 1920.)

Specialists Armory Drill Pay. Additional compensation for the specialist rating cannot lawfully be included. The statute provides "compensation at the rate of one-thirtieth of the initial monthly pay of his grade in the Regular Army". This signifies the monthly base pay of his grade as prescribed by Congress in Section 4-b, which in case of privates 1st class is \$35.00 and in case of privates is \$30.00. (Cir. Let. No. 69, M. B., Nov. 12, 1920.)

Non compliance with Section 92 National Defense Act. May an organization of the National Guard be considered as having qualified during a calendar year to receive any part of the compensation provided by the act of June 3, 1916, if that organization shall have failed to participate in encampments, maneuvers, or other exercises, including outdoor target practice, at least fifteen days in training for that calendar year, the Secretary of War not having excused the organization from such participation?

I am of the opinion, therefore, that questions (a) and (b) should be answered in the affirmative. Such is the view also of the Judge Advocate General of the Army and with it I agree. (Decision of the Comptroller July 26, 1917.)

Drill record statement in case of Transfer. The statement should be made in triplicate, one copy to be attached to the pay-roll which is kept on file in the office of the Commanding Officer of the organization from which the man is transferred, but it is directed that the original and duplicate copies be forwarded to the Commanding Officer of the organization to which the man is transferred, the same to be attached to the original and duplicate copies of the pay roll and made a part thereof. (Cir. Letter M. B., No. 3, Jan. 9, 1922.)

Reservists at Armory Drills. Members of the National Guard Reserve assigned to organizations under provisions of paragraph 190 will not be placed on active duty nor be entitled to Federal pay and allowances except under a call or draft by the Federal Government or when engaged in field or coast defense training. (Par. 184, N. G. R., '22.)

Enlisted Men of the National Guard in Civilian Military Training Camps. Enlisted men of the National Guard may enroll for attendance at any of the Civilian Military Training Camps; Provided, that not exceeding ten per centum of the enlisted strength of any National Guard organization may be, at the same time, so enrolled.

For the purpose of complying with the conditions of paragraph (qualification of officers for pay), commanding officers of any company may count as present, at all drills, such enlisted men of their respective organizations as are in attendance at Civilian Military Training Camps. (Par. 1006, N. G. R., '22.)

Members of the National Guard in Reserve Officers' Training Corps.

(b) For the purpose of complying with the conditions of paragraph 928a, Commanding Officers of any company, troop, battery or detachment may count as present at all drills such number of the members of their respective organizations who are also members of the Reserve Officers' Training Corps, not to exceed ten per cent of the enlisted strength of the organization.

(c) Members of the Reserve Officers' Training Corps may attend Armory drills and receive Armory drill pay only for the drills so attended.

(d) Members of the Reserve Officers' Training Corps will be required to furnish to their Commanding Officer a certificate from professors of military science and tactics to indicate their membership therein for the period they are excused from organization drills.

(e) Each pay roll will be accompanied by a certificate by the Commanding Officer containing the names of all those excused from organization drills and stating the period during which they were excused, on account of being enrolled in the Reserve Officers' Training Corps. (Par. 1005, N. G. R., '22.)

Date of Enlistment and Discharge Included. Pay for drills attended may accrue on the day of enlistment and on the day of discharge or other separation from the National Guard, or on the date of Federal recognition of the organization.

Maximum Credit in One Month. Pay for not to exceed eight drills per month or sixty in any calendar year may accrue to an enlisted man and for not to exceed five drills per month or sixty in any calendar year to an officer of an organization. (Secs. 109 and 110, N. D. A.)

Conditions as to Attendance. Pay for drills can only accrue for any one month for any enlisted man if he attends sixty per cent of the drills prescribed during that month. (Sec. 110, N. D. A.)

Pay for a drill can only accrue for an officer of an organization when fifty per cent of the officers and sixty per cent of the enlisted strength of the organization are present at the drill. (Secs. 109 and 110, N. D. A.)

Officers not Belonging to Organization. Pay for drills can only accrue for an officer forming part of an organization. Other officers (including a captain Medical Corps attached to a headquarters unit) are paid according to period of service for satisfactory performance of their respective duties. (Sec. 109, N. D. A.)

Armory Drill Pay Tables.* One day's base pay of officer is:

Captain, \$6.66 6-9; 1st Lt., \$5.55 5-9; 2nd Lt., \$4.72 2-9.

One day's initial pay of enlisted men is:

Grade I, \$2.46 6-9; Grade II, \$1.76 6-9; Grade III, \$1.50; Grade IV, \$1.50; Grade V, \$1.23 3-9; Grade VI, \$1.16 6-9; Grade VII, \$1.00.

No additional compensation for specialists ratings can be lawfully included in Armory drill pay. (Cir. Let. 69, M. B., 1920.)

Additional compensation of a captain commanding an organization for day \$0.666.

D — 3. ARMORY DRILL PAY ROLLS

Preparation of Pay Rolls. Pay Rolls on War Department forms 367 and 367a will be prepared in triplicate in accordance with the "Instructions" contained on the front cover page. The original and duplicate copies will be submitted to the Regular Army instructor on duty with the National Guard of the State the 31st of March, 30th of June, 30th of September and the 31st of December of each year. The triplicate copy will be retained in the organization records. (Par. 917, N. G. R., '22.)

Importance. These pay rolls are not only the guide for the prompt payment of the men interested but when filed in the Treasury Department they become the record to which reference will thereafter be had in the investigation and settlement of questions affecting the pay of the men whose names are borne thereon for the period involved. All officers are therefore enjoined to exercise every care to make the pay rolls with which they are concerned complete. (Par. 918a, N. G. R., '22.)

Composition. Each copy of the pay roll will be made up of one Form 367 and as many Forms 367a as may be necessary, fastened together along the edge indicated by sewing or by means of a stapling machine or other permanent fastening, but not by use of adhesive liquids. Only the copy retained by the organization will have Form 367b attached. (Par. 918b, N. G. R., '22.)

Attendance. The record of attendance as to each drill should be completed on the drill report Form 367b immediately after such drill so that at the termination of the three months' period, the drill attendance will be complete and the rolls will be forwarded by the organization commander to the Instructor. (Par. 917, N. G. R., '22.)

Typewritten and Carbon Copies. The preparation of pay rolls on a typewriting machine is authorized, provided a record ribbon is used. The making of carbon copies is also authorized, but they must be clear and legible throughout, and the original copy and the first carbon will be furnished the Instructor. Carbon copies that are not clear and legible throughout should not be accepted, and should be returned. (Par. 918d, N. G. R., '22.)

Names to be Entered on Roll. The names of all officers warrant officers and enlisted men belonging to the organization will be entered on the roll, both present and absent, and will be entered in the column "Names, present and absent, and rank," in the following order: Commissioned officers by grade, warrant officers, non-commissioned officers, in order of their grades as given in Army Regulations, the names under each grade heading appear-

*There is apt to be a change in present rates of pay (May 18, 1922).

ing in the order of seniority, privates, first class, and privates, in alphabetical order of grade, without regard to rating as specialist, which will be indicated after their names. (Lance corporais will be carried under the heading "Privates first class.")

The names and the headings will follow one another without interval except when made necessary by the use of two or more lines in the column of remarks after a name. Men on detached service will be carried on the roll in their proper place, with remarks showing them on detached service and the place (example, with machine-gun company, etc.). In the case of privates, the last name will be written first — e. g., Smith, John A., and not John A. Smith. The first name will be written in full. Care will be taken to have the names correctly spelled, and the dates of rank of officers and the dates of enlistment of enlisted men must be correct. (Par. 918*d*, N. G. R., '19.)

Abbreviations. The following authorized abbreviations will be used in the preparation of pay rolls and under no circumstances will any others be used. (Par. 922, N. G. R., '22.)

ABBREV.

Absent without leaveAWOL
AdjutantAdj
Adjutant GeneralAG
Adjutant General's DepartmentAGD
Adjutant General's OfficeAGO
Adjutant's OfficeAdj O
AdministrativeAdm
AeroAer
Aide-de-campADC
Air ServiceAS
AlabamaAla
AllotmentAlmt
AllottedAlot
AllowancesAlws
American Expeditionary ForcesAEF
AppointedAptd
AppointmentApmt
AprilApr
ArizonaAriz
ArkansasArk
Articles of WarAW
AssignmentAsgmt
AssistantAsst
Assistant Band Leader ...A Bnd Ldr
Assistant Engineer, C.
A. CA Eng CAC
AttendedAtnd
AugustAug
BandBnd
Band CorporalBnd Corp
Band SergeantBnd Sgt
BattalionBn
Battalion Noncommissioned StaffBn NCS
Battalion Sergeant Major ..Bn Sgt Maj
Battalion Supply Sergeant ..Bn Sup Sgt
Battery (Hq—Ser)Btry

ABBREV.

Battery OrdersO
BrigadeBrig
Brigadier GeneralBrig Gen
BulletinBul
Bureau of War Risk InsuranceBWRI
CaliforniaCal
CaptainCapt
Casement ElectricianCm Elec
CavalryCav
Cent (s)¢
ChangesC
Changes Army Regulations CAR
ChaplainChap
CharacterChar
Chemical Warfare Service CWS
Chief LoaderCh Load
Chief MechanicCh Mec
Chief of Air ServiceC of AS
Chief of CavalryC of Cav
Chief of Chemical Warfare ServiceC of CWS
Chief of Coast Artillery ...C of CA
Chief of EngineersC of E
Chief of Field Artillery ...C of FA
Chief of FinanceC of F
Chief of InfantryC of Inf
Chief of Militia Bureau ..C of MB
Chief of OrdnanceC of Ord
Chief of StaffC of S
Chief PlanterCh Plan
Chief Signal OfficerCSO
CircularCir
Civil Authorities, In hands ofIn hands CAuth
ClerkClk
ClothingClo
Coast ArtilleryCA
Coast Artillery Corps ...CAC

ABBREV.

Coast Artillery District . . . CA Dist
Coast Defense C Def
Colonel Col
Color Sergeant Col Sgt
Colorado Colo
Commanding Comdg
Commanding General . . . CG
Commanding Officer . . . CO
Commutation Com
Company (Hq, How, Serv) Co
Company Orders O
Company Commander . . . Co Comdr
Confined Conf
Confinement Confin
Connecticut Conn
Continued Contd
Convalescent Conv
Corporal Bugler Corp Bglr
Corps Corps
Corps Area Commander . . Corps Area
Comdr
Corps of Engineers CE
Coxswain Coxn
Current Series Cs
December Dec
Comdr
Delaware Del
Dental Corps DC
Department Dept
Department Commander . . Dept Comdr
Dept. Quartermaster . . . DQM
Detached Service DS
Detachment Det
Discharged Disch
Dishonorably Discharged . Dishon Disch
Distinguished Service Cross DSC
Distinguished Service Medal DSM
District Dist
District of Columbia . . . D. C.
Division Div
Electrician Sergeant, First
Class Elec Sgt 1cl
Electrician Sergeant Second
Class Elec Sgt 2cl
Engineer Engr
Engineer, C. A. C. . . . Engr CAC
Enlisted Enl
Enlisted Band Leader . . . Bnd Ldr
Enlisted Man EM
Enlistment Enlmt
Excellent Ex
Expert 1st class, gunner,
F. A. E 1cl Gun FA

ABBREV.

Expert Military Telegrapher E Mil Tel
Expert Rifleman ER
Expiration Term of Service ETS
February Feb
Federalty Recognized Fed Rczd
Federal Service Fed Serv
Field Artillery FA
Field Orders FO
Finance Department FD
First Class Gunner 1cl Gun
First Class Military Telegrapher 1cl Mil Tel
First Lieutenant 1st Lt
First Sergeant 1st Sgt
Florida Fla
Forfeit Forf
Fraudulent Fraud
Friday Fri
From fr
Furlough Fur
General Gen
General Court Martial ... GCM
General Court Martial Order GCMO
General Headquarters GH
General Orders GO
General Orders, Adjutant General's Office GOAGO
General Orders, Coast Defense GOC Def
General Orders, Post GOP
General Staff GS
General Staff Corps GSC
Georgia Ga
Good G
Grade Grade
Guard Gd
Gun Commander Gn Comdr
Gun Pointer Gn Ptr
Hawaiian Coast Artillery District HCA Dist
Hawaiian Department H Dept
Hawaiian Islands HI
Headquarters Hq
Honorably Discharged ... Hon Disch
Horseshoer Hs
Hospital Hosp
Hospital Sergeant Hosp Sgt
Illinois Ill
Inclosure Incl
Inclusive Inc
Indiana Ind.

ABBREV.

IndorsementInd
 InductedInctd
 InfantryInf
 Inspected and Condemned..IC
 Inspector GeneralIG
 JanuaryJan
 JoinedJd
 Judge AdvocateJA
 Judge Advocate General...JAG
 Judge Advocate General's
 DepartmentJAGD
 JulyJul } To be used when date space
 JuneJun } is limited.
 Kansas.....Kans
 KentuckyKy
 Killed.....Kd
 Leave of Absence.....Lv
 LieutenantLt
 Lieutenant ColonelLt Col
 Lieutenant GeneralLt Gen
 Line of DutyLD
 LouisianaLa
 Machine Gun Company ..MG Co
 Machine Gun TroopMG Tr
 MaineMe
 MajorMaj
 Major GeneralMaj Gen
 MarchMar
 MarksmanMm
 MarylandMd
 MassachusettsMass
 Master Electrician.....Mr Elec
 Master Engineer, Junior
 Grade.....Mr Engr jr gr
 Master Engineer, Senior
 Grade.....Mr Engr sr gr
 Master GunnerMr Gun
 Master Hospital Sergeant..Mr Hosp Sgt
 Master Signal Electrician..Mr Sig Elec
 MayMay
 MechanicMec
 Medal of HonorMH
 Medical Administration
 CorpsMed Adm C
 Medical Department.....MD
 Memorandum.....Memo
 Memorandum ReceiptM/R
 Mess SergeantMess Sgt
 MichiganMich
 Military AviatorMil Av
 Militia BureauMB
 Military PoliceMP
 Military TelegrapherMil Tel

ABBREV.

MinnesotaMinn
 MiscellaneousMisc
 MississippiMiss
 MissouriMo
 Monday.....Mon
 MontanaMont
 Month (s)Mo (s)
 MusicianMus
 National Army.....NA
 National GuardNG
 Nebraska.....Nebr
 Nevada.....Nev
 New HampshireN H
 New JerseyN J
 New MexicoN Mex
 New YorkN Y
 Noncommissioned Staff ..NCS
 Noncommissioned Staff,
 Coast ArtilleryNCSCA
 North CarolinaN C
 North DakotaN Dak
 Not in Line of DutyNot LD
 NovemberNov
 NumberNo
 Observer, 1st ClassObs 1cl
 Observer, 2nd ClassObs 2cl
 OctoberOct
 Officer in Charge of Na-
 tional Guard AffairsOCNGA
 OklahomaOkla
 Ordnance.....Ord
 Ordnance DepartmentOrd Dept
 Ordnance SergeantOrd Sgt
 OregonOreg
 Organized MilitiaOM
 PaidPd
 Panama Canal Artillery
 DistrictPCA Dist
 Panama Canal Department PC Dept
 ParagraphPar
 PennsylvaniaPa
 Personnel AdjutantPl Adj
 Philippine Department ...P Dept
 Philippine Islands.....PI
 Philippine ScoutsPS
 PlatoonPlat
 PlotterPlot
 Porto RicoPR
 Porto Rico, CavalryPR Cav
 Porto Rico Regiment, In-
 fantryPRRI
 Post ExchangePE
 Post HospitalP Hosp

ABBREV.

Private Pvt
 Private, 1st Class Pvt 1cl
 Promoted Prtd
 Qualified Qual
 Quartermaster QM
 Quartermaster Corps QMC
 Quartermaster General ... QM Gen
 Quartermaster General's
 Office QMGO
 Quartermaster Sergeant ... QM Sgt
 Quartermaster Sergeant,
 Senior Grade QM Sgt sr gr
 Quarters Qrs
 Radio Sergeant Rad Sgt
 Rating Ratg
 Reappointed Reaptd
 Received Recd
 Recruit Ret
 Reduced Rd
 Reenlisted Reenl
 Reference Re
 Reference to telegram ... Retel
 Regiment Regt
 Regimental Commander... Regt Comdr
 Regimental Noncommis-
 sioned Staff Regt NCS
 Regimental Orders RO
 Regimental Sergeant Major Regt Sgt Maj
 Regimental Special Orders . RSO
 Regimental Supply Ser-
 geant Regt Sup Sgt
 Regular Army RA
 Relieved Reld
 Requalified Requal
 Rhode Island R I
 Same date sd
 Saturday Sat
 Second Class Gunner ... 2cl Gun
 Secretary of War Sec War
 Sentence Summary Court.. Sent SC
 Sentenced Sentd
 September Sept
 Sergeant Sgt
 Sergeant Bugler Sgt Bglr
 Sergeant, First Class Sgt 1cl
 Service Serv
 Service of Supply SOS
 Sharpshooter Ss
 Sick Sk
 Signal Corps Sig C
 Small Arms Ammunition.. SA Am
 South Carolina S C
 South Dakota S Dak

ABBREV.

Special Court Martial Order Sp CMO
 Special Duty SD
 Specialist SpecI
 Special Orders SO
 Special Orders, Coast De-
 fense SO C Def
 Special Orders, Post SOP
 Special Regulations SR
 Squadron Sq
 Squadron Sergeant Major. Sq Sgt Maj
 Stable Sergeant Stab Sgt
 Statement of Charges S of C
 Station Sta
 Subsistence Sub
 Summary Court SC
 Sunday Sun
 Supply Sergeant Sup Sgt
 Surgeon Surg
 Surgeon General Sur Gen
 Surgeon General's Office . SGO
 Surgeon's Certificate of Dis-
 ability SCD
 Tank Tank
 Technical Sergeant Tech Sgt
 Tennessee Tenn
 Texas Tex
 The Adjutant General of
 the Army TAG
 Thursday Thurs
 Train Tn
 Transferred Trfd
 Transportation T
 Troop (Hq, Serv) Tr
 Troop Orders O
 Tuesday Tues
 Unassigned Unasgd
 United States US
 United Sttes Army USA
 United States Marine Corps USMC
 United States Navy USN
 Verbal Orders, Battery
 commander VO Btry C
 Verbal Orders, Camp Com-
 mander VO Cp C
 Verbal Orders, Coast De-
 fense Commander VOC Def C
 Verbal Orders, Command-
 ing General VO CG
 Verbal Orders, Company
 Commander VOCC
 Verbal Orders, Detach-
 ment Commander VODC

ABBREV.

Verbal Orders, Post Commander VOPC
 Verbal Orders, Regimental Commander VORC
 Verbal Orders, Troop Commander VO Tr C
 Vermont Vt
 Very Good VG
 Veterinary Corps VC
 Virginia Va
 Voucher Vou
 Wagoner Wag

ABBREV.

War Department WD
 Warrant Wrnt
 Warrant Officer Wrnt Off
 Washington Wash
 Wednesday Wed
 West Virginia W Va
 Wisconsin Wis
 Wyoming Wyo
 Year Yr
 (Idaho, Iowa, Ohio and Utah; Corps Area; May, June and July should not be abbreviated.

For complete "authorized abbreviations" see Special Regulations No. 56.

Certificates Required on Rolls. Above the certificates on first page of Form 367 will be written "National Guard, State of (write name of State)." The certificate on the upper left-hand corner on first page of Form 367 will be signed on all three copies by the officers submitting the pay rolls and sections (b) and (c), which do not apply to armory pay, will be ruled out. (Instruction on Rolls.)

The muster certificate will not be signed for armory pay.

The certificate for cash payment will not be signed for armory pay.

Certificate and oath as to attendance and qualification of members will be signed on all three copies of the roll. The oath will be sworn and subscribed to by the officers submitting pay rolls before a notary public or an officer competent to administer oath. If sworn to before a notary public, it must bear the impress of the notarial seal. (Par. 919, N. G. R., '22.)

Certificate of Instructor. The certificate of the instructor must be signed on all three copies of the rolls for Armory drills.

Entry under Column of Remarks. Under "Remarks" on Forms 367 and 367a all data affecting an officer's or enlisted man's pay will be entered opposite the name of the person concerned as follows:

(a) The date of qualification as National Guard by the oath required will be stated opposite each name as follows: "Qualified (month and day), 19—."

(b) All changes of grade or rank, in case of appointment or reduction, the number, date, and source of order will be stated.

(c) All transfers to or from the organization, as well as discharges (stating reason), resignations or furlough to the reserve, the date and order number authorizing same must be given.

(d) All authorized stoppages.

(e) Everything else affecting the pay of an officer, warrant officer, or enlisted man, so as to insure justice to him and to the United States. As many lines as may be necessary to avoid crowding will be taken after each name, and only one line of written matter will be placed on one ruled line. In case a typewriter is used, disregard ruled lines.

(f) On the pay rolls for the periods July 1 to September 30, and October 1 to December 31, will be stated the number of drills for which each member was paid on previous pay rolls for the calendar year in order that payment may not be made for drills in the case of officers, warrant officers, and enlisted men in excess of those authorized for the year. (Par. 920, N. G. R., '22.)

EASTEN BY SEWING OR STAPLING--DO NOT USE ADHESIVE LIGATURES
(FASTEN ALONG THIS EDGE.)

SAMPLE PAY ROLL FOR ARMORY DRILL

ADD THIS

DO NOT FILL IN

NATIONAL GUARD, STATE OF NEW YORK.

I certify that this roll is made out as required by instructions and regulations of the National Guard, that (a) the entries opposite each name are correct, (b) that this organization left its home rendezvous

(Place) _____, 19____, and
(c) was in camp UNDER FEDERAL PAY, AT _____

from _____ to _____ (inc.)
John Smith *John Smith*

Captain, 1st Inf., N.Y.N.G.
Commanding Organization.

(Sign in duplicate and, if for drill pay, rule out sections (b) and (c).)

I certify that I have this day mustered this organization and find all present and absent are accounted for on this roll; and that according to the schedule of exercises this organization is expected to leave

(Name of camp) _____, 19____, but

can not reach its home rendezvous, _____ (Place)
before _____, 19____.

_____, 19____, Inspector and Muster Officer.
(Note.—This certificate to be filled in when this roll is used for payment on account of State camps of instruction and joint encampments and maneuvers with troops of the Regular Army.)

I certify that I have witnessed the payment of this roll and that prior to the signing of this certificate each officer and man has received the amount set opposite his name, with the exception of those marked "Not paid."

(NOTE.—This certificate to be signed only on the original roll which bears signatures of officers and men. NOT to be signed on drill pay rolls.)

I certify that this roll is a true copy of roll upon which payment, witnessed by me, was made, except as to signatures in signature column and the certificate as to witnessing the payment thereof.

(NOTE.—This certificate to be signed only on the copy of the roll. NOT to be signed on drill pay rolls.)

Voucher No.	19____
(Name and rank of disbursing officer.)	
PAY ROLL	
Company "A", 1st Inf. N.Y.N.G. (Organization.)	Buffalo, New York. (Station.)
July 1st to September 30, 1922.	
Pursuant to National Guard Regulations.	Orders No. _____

APPROPRIATIONS:	
Arming, equipping and training the National Guard,	\$ _____
19____ (U. S. funds)	\$ _____
Paid from State funds.	\$ _____
Collection.	\$ _____
I certify that I have given this pay roll administrative examination; that I have observed and that from the data within my personal knowledge or from lists furnished by the organization commander and the sergeant in-charge, the names of the men entitled to pay for the period covered by this roll have been compiled with the number of drills noted in column (g) of the actual commission strength and 60 per cent of the actual enlisted strength (this strength and 60 per cent of the actual enlisted strength) were with this officer at a duly ordered armory drill or other drill or exercise, and that the number of drills at which they were present is set opposite each man's name in the number of drills column; that the number of drills at which they were present is set opposite each man's name in the number of drills column; that the number of drills at which they were present is set opposite each man's name in the number of drills column.	
W. R. DEPARTMENT, <i>Major, 1st U.S. Army</i> COURTESY, GENERAL, U. S. March 9, 1922.	

I hereby certify and solemnly swear that this roll is correct; that there does not appear on it the name of any man who is not a commissioned officer or a duly enlisted man of this organization, and who has not personally rendered the service for which pay is claimed, as set forth opposite his name; that the statements as to the length of service of the men are correct; and that all the men paid on this roll have had the military training and instructions or the equivalent service, as prescribed by the War Department; that all officers and enlisted men on this roll qualified as members of the National Guard by the prescribed oath on the date set opposite their names; that this organization was recognized as National Guard _____, *November 30th*, 1920; that the pay roll is correct under existing laws and regulations; and that all officers and enlisted men whose names appear on this roll are within the age limits fixed by law and regulations.

Sworn and subscribed to before me at *Buffalo, N.Y.*

this *sixth* day of *October*, 19*22*.

G. J. Stewart
G. J. Stewart, NOTARY PUBLIC.
(Signature of officer authorized to administer oaths, showing title for same, or signature of notary public, in which case notarial seal must be affixed.) My commission expires *June 30, 1924*.

EXPLANATORY NOTES TO THE COLUMNS WITHIN.

- (1) In column 1, line 1, of page 2 of the pay roll enter the words "Drills prescribed," and show for each month the number of drills prescribed for the organization.
- (2) Enter names in accordance with subparagraph (d) paragraph 105, National Guard Regulations, 1922.
- (3) Date of present enlistment, and if reenlisted during the pay period, date of preceding enlistment; also date of rank of officers.
- (4) This column will show date when personnel became ENTITLED to Federal pay.
- (5) National Guard Service only.
- (6) Comply fully with paragraph 3, WD Form 367b. Rule out period which is not applicable. Show opposite the name of each individual for each month the number of drills actually attended.
- (7) Enter the number of drills (or days) to be paid by the disbursing officer for the current period. The number shown in this column plus the number shown in column 7 must never exceed (a). Rule out words "drills" (or "days") when not applicable.
- (8) Not to be filled in on rolls covering first period of calendar year, but in subsequent periods must be filled in on rolls showing total of all previous periods.
- (9) Enter total number of drills earned for pay to enlisted men; this covers only drills in months during which they attended 60 per cent of the drills ordered by U. S. O. ONLY, and in the case of officers, only the drills at which 70 per cent of the actual commissioned strength and 60 per cent of the actual enlisted strength attended.
- (10) Comply with paragraph 101, N. G. Reg. 1922.

REMARKS ON LAST PAGE OF ROLL.

On the last page of the roll enter statement of the dates for which drill; were prescribed for each month; also show the dates inclusive of held service, if any, during the calendar year.

READ INSTRUCTIONS CAREFULLY

IF ROLL IS MADE OUT ON TYPEWRITER, USE RECORD RIBBON AND GOOD CARBON PAPER. SEE THAT SHEETS REGISTER ACCURATELY.

SWEAR AND SUBSCRIBE TO OATH

ADD THIS -- SEE INSTRUCTION 1(a) FORM 367 WD.

PAYROLL OF Company "A" 1st Inf., N.Y.N.G. from July 1st, 1922 to Sep. 30th, 1922
(Organization) (Regiment, or Corps)

NAMES, PRESENT AND ABSENT, AND RANK (Place Christian name of privates last; of all others first.)		DATE OF EXPIRATION OR RANK OF OFFICER	Enter for: (a) Officers date of Federal re- cognition (b) Enlisted men date of quali- fication	NO YEARS SERVED	REMARKS Enter in this column all remarks affecting an officer's or enlisted man's pay opposite his name as outlined in paragraph 3 of W.D. Form 367 b Make no entries that do not concern current period. See explanatory Note No 5 on cover sheet						
(1)	(2)	(3)	(4)	(5)							
In the case of officers there should be entered in column of "Remarks" a separate statement opposite their names to the effect that the number of drills credited in proper columns are only the number, at each of which the required 50% of the actual commissioned strength and 60% of the actual enlisted strength attended.					<table border="1"> <thead> <tr> <th>JULY</th> <th>AUGUST</th> <th>SEPTEMBER</th> <th>OCTOBER</th> <th>NOVEMBER</th> <th>DECEMBER</th> </tr> </thead> </table>	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER						
DRILLS PRESCRIBED											
Captain											
2 John Smith	Nov20/20	Nov20/20	1	4	3	5	50% of actual commissioned strength & 60% of actual enl strength present at all drills for which pay is claimed. Commanded Co Jul 1-Sep 30/22. 15 days field exercises under Fed pay Aug 16-30/22.				
First Lieutenant											
6 George E. Leop	Nov25/21	Nov25/21	0	4	3	5	50% of actual commissioned strength & 60% of actual enl strength present at all drills for which pay is claimed.				
First Sergeant											
9 Joseph E. Crump	Jun 6/20	Nov20/20	2	4	3	5	Due US Ord \$1.20				
Corporals											
11 Henry N. Jones	Dec 12/20	Dec12/20	1	3	3	4	Aptd corp fr pvt Jul 20/22 RSO 8 Jul 20/22. Due pay for 2 drills as pvt & 8 drills as corp.				
Privates 1st Class											
14 Anderson, George D.	Jun 6/21	Jun 6/21	1	4	4	4	Trfd as pvt 1st cl fr Co "B", 3rd Inf., N.Y.N.G. Sep 11/22 per par 4 SO 126 AGO NY dated Sept/22 Due pay for 4 drills as pvt & 8 drills as pvt 1st cl. See Transfer Certificate No. 1, Aptd pvt 1 cl fr cvt 0 20 Aug 2/22. SGD par 6 SO 102 AGO NY Aug 6/22.				
Privates											
17 Baker, Albert P.	Jan 4/21	Jan 4/21	1	4	1	0	Disch Aug 9/22 on SGD par 6 SO 102 AGO NY Aug 6/22.				
Privates											
19 Aoton, Richard B.	Feb 2/22	Feb 2/22	0	0	2	4	Forfeit 3 drills pay SO Jul 26/22.				
20 Brennan, Gilbert	Feb 6/21	Feb 6/21	1	2	1	2					
21 Chapin, Roger M.	Mar 20/21	Mar 20/21	1	3	2	4	Rd. fr sgt to pvt RSO 10 Jul 14/22 0 recd sd. Due pay for 1 drill as sgt & 8 drills as pvt.				
23 Duncan, Alexander S.	Apr 2/21	Apr 2/21	1	1	0	3					
24 Evans, Tracy P.	May 6/22	May 6/22	0	4	2	1	Disch Sep 4/22 by reason of imprisonment under sent of civil court par 5 SO 123 AGO NY Sep 1/22.				

NCO'S ARRANGED BY GRADES IN
ORDER OF RANK IN EACH GRADEPVT'S 1st CL & PVT'S ARRANGED
ALPHABETICALLY IN RESPECTIVE GRADESIF REEMLISTED DURING PAY PERIOD, SHOW ALSO DATE OF
REEMLISTMENT AND DATE OF REQUALIFICATION.

WRITE FIRST NAME OUT IN FULL

SHOW NUMBER, SOURCE & DATE OF ORDERS

We, THE SUBSCRIBERS, severally certify in signing our names to our respective accounts stated below, that they are correct; and we severally acknowledge to have received of _____ the sums set opposite our respective names, in cash where so noted, in full payment for our services.

NO. OF DRLS PAID FOR IN PREVIOUS PERIOD OR PERIODS	NO. OF DRLS PAID FOR IN PREVIOUS PERIOD OR PERIODS	TOTAL NO. OF DRLS ACCRUED FOR PAY	U. S. PAY DUE	STATE PAY DUE	TOTAL AMOUNT DUE	AMOUNT OF STOPPAGES	BALANCE PAID	SIGNATURES FOR CASH AND NOTATIONS OF CHECK PAYMENTS. (Do not sign in duplicate except where roll includes both State and United States pay.)
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
12	24	12						1 SIGNATURES ARE REQUIRED FOR CASH PAYMENTS ONLY SEE PAR. 921, WGR, 1922.
								2
								3
								4 THESE COLUMNS ARE FOR THE USE OF DISEURSING OFFICERS ONLY.
								5
12	24	12						6
								7 SEE INSTRUCTION #8, Form 367 WD
*	*	*	*	*	*	*	*	8 * * * * *
12	24	12						9 SEE INSTRUCTION #7 Form 367 WD
*	*	*	*	*	*	*	*	10 * * * * *
10	22	10						11 SEE INSTRUCTION #6 Form 367 WD
*	*	*	*	*	*	*	*	12 * * * * *
12	25	12						13
								14
								15
								16
4	24	4						17
*	*	*	*	*	*	*	*	18 * * * * *
6	19	6						19
0	14	0						20
9	22	9						21
								22
3	20	3						23
6	21	6						24
								25

NOTE: THE FOLLOWING REMARKS MUST BE ENTERED ON LAST
PAGE OF THE ROLL. SEE INSTRUCTIONS AT END OF
FRONT FACE OF FORM 367 WD.



DRILLS WERE PRESCRIBED FOR THIS ORGANIZATION AS FOLLOWS:

JULY ----- 7th, 14th, 21st, & 28th, 1922
AUGUST ----- 4th, 11th, & 14th, 1922
SEPTEMBER-- 1st, 8th, 15th, 22nd, & 29th, 1922

THIS ORGANIZATION ATTENDED FIELD EXERCISES UNDER FEDERAL
PAY:----- 15 days, August 16 to August 30th, 1922.

TRANSFER CERTIFICATE NO. 1

NOTE: Make three copies.

Original & duplicate are forwarded to C.O. of org. to which man is transferred. Third copy is filed with retained copy of pay roll of org. from which man is transferred.

Lockport, N.Y.

(place)

September 1st, 1922.

(date)

1. NAME AND GRADE OF SOLDIER: Pvt. 1st Cl. George D. Anderson
2. GRADE IN WHICH TRANSFERRED: Private 1st Class
3. TRANSFERRED FROM: Company "B", 3rd Inf., N.Y.N.G.
(organization)
4. TRANSFERRED TO : Company "A", 1st Inf., N.Y.N.G.
(organization)
5. AUTHORITY FOR TRANSFER: Par 4, SO 126 AGO NY dated Sep 8/22.
(par.no.; order no.; source of order; date of order)
6. DATE ON WHICH TRANSFER TAKES EFFECT: Sep 11/22
(Note- A transfer takes effect on date of receipt of transfer order by the organization from which the soldier is transferred)
7. THIS ORGANIZATION WAS FEDERALLY RECOGNIZED, June 1st, 1921
(date)
8. THIS MAN QUALIFIED FOR FEDERAL PAY: June 6th, 1921
(date)
9. DATE OF ENLISTMENT June 6/21; DATE OF REENLISTMENT: -----
(if occurring during this pay period)
10. NUMBER OF YEARS SERVICE: One (1)
11. DURING PRESENT PAY PERIOD SOLDIER RECEIVED FOLLOWING PROMOTIONS OR REDUCTIONS
(IF NONE, WRITE "NONE" IN THE SPACE FOLLOWING)
APPOINTED Pvt 1st Cl FROM Pvt DATE Aug 2/22 PER O #26 Aug 2/22
(grade) (grade) (par.no.; order no.; source of order; date of order)
REDUCED FROM ----- TO ----- DATE ----- PER -----
(par.no.; order no.; source of order; date of order)
12. THIS SOLDIER HAS ALREADY BEEN PAID FOR 25 DRILLS DURING THE PRESENT CALENDAR YEAR.
13. FOR MONTHS OTHER THAN THAT DURING WHICH TRANSFER TOOK PLACE THE FOLLOWING DRILLS WERE ORDERED FOR THIS ORGANIZATION Jul-4 ; Aug-4
(month; no. drills; month; no. drills)
FOR MONTHS OTHER THAN THAT DURING WHICH TRANSFER TOOK PLACE THIS SOLDIER ATTENDED DRILLS AS FOLLOWS: July 4 private
(month) (no. drills) (grade in which attending)
August 4 private 1st class
(month) (no. drills) (grade in which attending)
14. FOR MONTH DURING WHICH TRANSFER TOOK PLACE DRILLS WERE ORDERED FOR THIS ORGANIZATION AS FOLLOWS: Sep. ; 6th ; 18th ; 20th ; 27th ; ---
(month) (days of the month)
FOR MONTH DURING WHICH TRANSFER TOOK PLACE THIS SOLDIER ATTENDED DRILLS WITH THIS ORGANIZATION AS FOLLOWS: Sep 6th - one drill as Pvt 1st cl.
(month; day of month; grade in which attending)
(month; day of month; grade in which attending)
15. TOTAL NUMBER OF DRILLS ACCRUED FOR PAY FOR PRESENT PAY PERIOD WITH THIS ORGANIZATION IS AS FOLLOWS:

<u>4</u>	DRILLS AS	<u>Pvt</u>
(number)		(grade)
<u>5</u>	DRILLS AS	<u>Pvt 1st cl</u>
(number)		(grade)
16. MISCELLANEOUS -----

17. I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

George H. Green

(Signature)

George H. Green

(name typed or printed)

Capt. 3rd Inf., N.Y.N.G. COMMANDING Co. "B", 3rd Inf. N.Y.N.G.

(Official title)

(organization)

Filling in Columns on Form 367a. The first eight columns will be filled in by the officer making out the pay rolls. The remaining columns on this sheet (Form 367a) will not be filled in, except by the disbursing officer making the payment. However, on receipt of the checks for delivery to the members of the organization, the commanding officer thereof will enter the amount of the check for each member opposite his name in the column "Balance paid" on his triplicate pay roll, which is retained in the organization's records.

Signatures on the Pay Rolls (Form 367a). Signatures are required for cash payments only. On the triplicate the heading "Signature for cash, etc.," will be changed with pen and ink or rubber stamp to read "No. of check and date of payment," and the commanding officer of the organization upon delivering the checks to the respective members thereof will have them sign opposite their names for the checks delivered to them. Where the signature of a member cannot be secured, a memorandum on a separate piece of paper will be secured acknowledging receipt of check. (Par. 921, N. G. R., '22.)

Delivery of Checks. All payments for drills will be made by check by the designated disbursing officer in the department in which the State is geographically located. The checks will be sent to the adjutant general of the State concerned, who will forward them to the respective organization commanders for delivery by them to the members of their organizations. Checks which cannot be delivered to a member of the National Guard within 30 days from the date of receipt by an organization commander will be returned by him to the adjutant general of the State, with a letter of transmittal stating the reasons for nondelivery. (Par. 923, N. G. R., '22.)

Ruling Extra Columns. The use of dots and the word "ditto" is prohibited, but when items such as authorized charges due the U. S., are to be made against a sufficiently large number of names, columns may be ruled therefor in the space under "remarks." (Par. 8, Spec. Reg. No. 58, W. D., 1916.)

Explanatory Notes to the Columns of Armory Drill Rolls.

(1) *a.* In column 1, line 1 of page 2 of the pay roll enter the words "Drills prescribed" and show for each month the number of drills prescribed for the organization.

b. Enter names in accordance with sub-paragraph. (*d*) 918, N. G. Reg., '22.

(2) Date of present enlistment and if re-enlisted during the pay period, date of preceding enlistment also.

(3) This column for dates of Federal recognition by the WAR DEPARTMENT.

(4) National Guard service only.

(5) Rule out period which is not applicable. Show opposite the name of each individual for each month the number of drills actually attended.

(6) Enter the number of drills to be paid by the Disbursing Officer for the current period. The number shown in this column plus the number shown in column 7, must never exceed 60.

(7) Not to be filled in on rolls covering first period of calendar year, but in subsequent periods must be filled in on rolls showing total of all previous periods.

(8) Enter total number of drills earned for pay to enlisted men; this covers only drills in months during which they attended 60% of the drills ordered by C. O. ONLY, and in the case of officers, only the drills at which 50% of the actual commissioned strength and 60% of the actual enlisted strength attended.

(9) to (13) for the use of the Disbursing Officer only.

(14) Comply with par. 921, N. G. REG., '22.

Remarks on last page of Roll.

On the last page of the roll enter statement of the dates for which drills were prescribed for each month. Also show the dates inclusive of Field Service, if any, during the calendar year.

Pay Rolls for Armory Drill in case of Conversion of Units.

In preparing armory drill pay rolls for units affected by this letter the following procedure should be adopted.

(a) Units that simply had their letter designation changed to another letter of the same regiment will continue their original pay-roll, making notation of the date and authority for the change in letter designation.

(b) For units which change from one branch to another or which are given a radically different designation within the regiment (such as the conversion of a lettered Infantry Company or a Machine Gun Company into an Infantry Howitzer Company), a pay roll should be prepared for the old unit covering that portion of the six-months period preceding the issuance of the State order. This pay roll should be indorsed to show that the unit was, by cited authority, converted into another unit. A separate pay roll should be prepared covering the drills of the new unit for the period following the issuance of the State order, and this roll should also be indorsed to show the authority for the change in the unit's designation. The two pay rolls should be forwarded together at the close of the six-months period. (Circular Letter No. 5, M. B. Jan. 26, 1921.)

Transfer from one Organization to Another.

In cases where men are transferred from one organization to another during a semi-annual period, the following information should be furnished by the Commanding Officer of the organization from which the man was transferred to the Commanding Officer of the organization to which the man was transferred:

(a) Statement in duplicate, giving name of soldier, grade (if promoted or demoted, date of effectiveness and authority for same), number of drills attended per month or fraction thereof (if promoted or demoted, date and number of drills attended each grade), certificate as to number of drills prescribed each month and fraction thereof from date of last payment to date of transfer.

(b) Date organization was Federally recognized.

(c) Number of drills for which soldier was paid for the period ending June 30th.

NOTE. — On all certificates covering transfers during period July 1 to December 31 of any calendar year, it will be necessary to include this information in order that the General Accounting Office may readily determine whether the soldier was paid for a greater number of drills than is provided for in Section 110, National Defense Act as amended, namely, a maximum of 60 drills in one year. (Par. 920, N. G. R., '22.) This certificate must accompany pay roll.

Disposition of Drill Record on Transfer. The statement should be made in triplicate, one copy to be attached to the pay-roll which is kept on file in the office of the Commanding Officer of the organization from which the man is transferred, but it is directed that the original and duplicate copies be forwarded to the Commanding Officer of the organization to which the man is transferred, the same to be attached to the original and duplicate copies of the pay roll and made a part thereof. (Par. 920, N. G. R., '22.)

Notation as to R. O. T. C. Members. Each pay roll will be accompanied by a certificate by the Commanding Officer containing the names of all those excused from organization drills and stating the period during which they were excused on account of being enrolled in the Reserve Officers' Training Corps.

Members of the Reserve Officers' Training Corps will be required to furnish to their Commanding Officer a certificate from professors of military science and tactics to indicate their membership therein for the period they are excused from organization drills. (Par. 1005, N. G. R., '22.)

Certificate as to Civilian Military Training Camp. Enlisted men of the National Guard, who are in attendance at a Civilian Military Training Camp, will be required to send their National Guard commanding Officer a certificate, from the Command-

ant of the Camp, to the effect that they were in attendance at the camp during the period they are counted as present at drill.

Each pay roll will be accompanied by a certificate, of the commanding officer of the organization, containing the names of all those enlisted men who were counted as present, but who did not attend organization drills, and the dates for which they were counted on account of their being in attendance at a Civilian Military Training Camp. (Par 1006, N. G. R., '22.)

Specialists on rolls. Specialists should be carried on the pay rolls under their proper heading of Privates, 1st class, or Privates. For camp rolls the specialist rating must be also shown.

Numbers and grades on rolls. Only the numbers of the various grades as authorized by the Militia Bureau Tables of organization, should be carried on the rolls. For example only one first sergeant can be paid on a company roll for any stated period.

Check list for Pay Rolls. Check the following items with the pay roll before submitting:—

(a) Has name of organization been inserted at top of pay roll (Paragraph 919, N. G. R.)?

(b) Has certificate of Unit Commander in upper left hand corner of pay roll been accomplished. (Paragraph 919, N. G. R.)?

(c) Has the certificate and oath at foot of front page been properly executed and "Subscribed and sworn to" before a Notary (Par. 919 N. G. R.)?

(d) Has the top line on page 2 been filled in properly?

(e) Are names entered on pay roll according to Par. 918 (d) N. G. R.? Are they correctly spelled?

(f) Has date of commission in case of officers been inserted in proper column?

(g) Has date of enlistment of enlisted men been inserted in proper column.

(h) Has date of qualification (Oath) been shown in proper column (Par. 920, N. G. R.)

(i) Have all discharges, transfers, promotions and reductions, together with *number, date and source of order in each case, been* noted on pay roll? (Par. 920 (c), N. G. R.).

(j) Has the number of "drills attended" been entered in proper column? Do they correspond with number shown on drill reports?

(k) Have all additions, erasures, and changes, been made with *pen and ink and initialed with pen and ink* by the Unit Commander?

(l) Case of a man transferred to organization. Are the certificates appended?

(m) Has the *number of drills* for which each member *was paid* on the pay roll for a period subsequent to March 31st been entered on the pay roll for the period following?

D — 4. PREPARATION OF AN ORGANIZATION FOR THE ANNUAL ARMORY INSPECTION

Inspection Required by Law.

The Secretary of War shall cause an inspection to be made at least once each year by inspectors general, and if necessary by other officers of the Regular Army, detailed by him for that purpose, to determine whether the amount and condition of the property in the hands of the National Guard is satisfactory; whether the National Guard is organized as hereinbefore prescribed; whether the officers and enlisted men possess the physical and other qualifications prescribed; whether the organization and the officers and enlisted men thereof are sufficiently armed, equipped, and being trained and instructed for active duty in the field or coast defense, and whether the records are being kept in accordance with the requirements of this Act. The reports of such inspections shall serve as the basis for deciding as to the issue to and retention by the National Guard of the military property provided for by this Act, and for determining what organizations and individuals shall be considered as constituting parts of the National Guard within the meaning of this Act. (Sec. 93, National Defense Act.)

Date of Inspection.

Armory inspections will be made annually by officers of the Regular Army, under the direction of the Inspector General of the Army, and will be completed during the period from January 1 to March 31, inclusive. (Par. 522, N. G. R., '22.)

Date Determined.

Inspections of the National Guard will be made by inspectors general, or by other officers of the Regular Army, detailed by the Secretary of War for that purpose. As soon as an officer receives notice of his designation for duty as inspector of the National Guard he will enter into correspondence with the State military authorities with a view to making the necessary arrangements. Care should be taken to consult the convenience of the units that are to be inspected, and in the case of regiments composed of scattered companies, or of companies composed of scattered platoons, it is not necessary that the units shall be brought together for the purpose of inspection, but the separate parts can be inspected at their home armories. (Par. 525, N. G. R., '22.)

Character and scope of Inspection.

The inspector will inspect the equipment, property, records, armory, stables, garage, and personnel of the organization, making the inspection as thorough and complete as time permits. Wherever a formal inspection or drill can not be held, this information will be ascertained by personal observation as far as practicable. It is the desire of the War Department that the Federal inspection be made a formal occasion and be an annual test of the armory instruction of National Guard organizations. (Par. 4, Inst. for Inspector).

Number of Inspections and Reports.

A separate report will be made for each organization and each unit thereof, such as Headquarters, Headquarters company, sanitary detachment, and of each company, troop, or battery. (Par. 8, Inst. for Inspector.)

State Staff.

A separate report will be made on the State administrative staff. This will include all authorized officers of the adjutant general's department, the inspector general's department, the judge advocate general's department, chaplains, the property and disbursing officer for the United States, officers and enlisted men of the quartermaster corps, ordnance department, and medical department (not on duty with ambulance companies, field hospitals, or other organizations), which includes the medical corps, the dental corps, and the veterinary corps. (Par. 12, Inst. for Inspector.)

Arsenals and Storehouses.

A separate report will be made on each State arsenal, storehouse, and depot. All members of the National Guard detailed in connection therewith will be entered on the report as attached. (Par. 13, Inst. for Inspector.)

Brigade and Division Headquarters.

Separate reports, as indicated in Par. 21, will be made on division and brigade headquarters, on which report the general officers and officers of the staff corps and departments will be entered as present or absent. (Par. 14, Inst. for Inspector.)

Ratings in Degree of Efficiency.

In order to obtain some degree of uniformity, all ratings where the degree of efficiency is to be shown will be expressed as "Excellent," "Very Good," "Good," "Fair," "Poor," or "Bad." The standard will be the same as that of the Regular Army, not that which all Regular organizations attain or which any organization attains in all respects, but the degree of excellence to be expected of a Regular organization. This paragraph will be shown and explained to the organization commanders. (Par. 16, Inst. for Inspector.)

Report of Deficiencies.

The inspector will verbally inform the organization commander of all irregularities and deficiencies noted in connection with the subjects of organization, armament, and equipment, and will at the same time offer such assistance, advice, or suggestions as may be practicable looking to their correction. He will not, however, make a written report to any officer of the National Guard giving information contained in the report.

Correction of Deficiencies Previously Reported.

The Chief of the Militia Bureau will furnish copies of extracts of the annual inspection reports to the States for transmittal to the organizations concerned, and the organization commander will report through military channels the steps that are being taken to correct the defects noted. Federal inspections will include an examination of the records of the organization with a view to determining whether deficiencies existing at the last inspection have been corrected, and it will be incumbent upon the commanding officer thereof to present to the inspecting officer the reports of the last annual armory and field inspections. (Par. 529, N. G. R., '22.)

Annual Armory Inspection — Strength and Personnel.

The organization commander will be supplied with Form 50-1-I.G.D., which he should fill out and sign, to be verified by the inspector. (Par. 3, Inst. for Inspector.)

Organization

STRENGTH AND PERSONNEL (To be filled in by organization commander)

	Officers	Men
1. Strength of organization:		
(a) Active strength		
(b) Assigned Reserves		
Total		
2. Present at Inspection:		
(a) Active members		
(b) Assigned Reserves		
Total		
(c) Attached (belonging to other organizations—see Sheet 50-1a)		
Total at inspections		
(d) Number of officers and men now at Army Service Schools		
(e) Enlisted men who belong to ROTC units		

	Active Personnel		Assigned Reserves	
	Officers	Men	Officers	Men
3. Report on Personnel-Number of officers and men in organization at date of inspection				
(a) With less than 1 year's service				
(b) With more than 1 and less than 2 years' service				
(c) With more than 2 and less than 3 years' service				
(d) With more than 3 years' service				
Total				
4. Number of officers and men who were in the service of the US Army during the World War 50-1, I.G.D.				
5. Number of officers and men:				
(a) Who have received the complete antityphoid inoculation				
(b) Who have been vaccinated successfully or have had smallpox				
6. Average strength of organization during the past calendar year (to be computed from the strength of organization as shown by monthly returns)				
7. Names of officers belonging to organizations, and dates upon which they were extended Federal recognition in their present grades				
8. Have all officers passed both physical and mental examinations required by National Guard Regulations for their present grade? If not give exceptions and reasons therefor				
9. Have all officers been examined physically during the past year as prescribed in paragraph 220, National Guard Regulations?				
10. Were all enlisted men given the physical examination prescribed by regulations prior to enlistment. YES or NO				
11. Names of officers and men who have completed a course at an Army Service School				
Signature of Commander of organization				

Importance of Attendance — Annual Armory Inspection.

The appropriation made available under the provisions of section 83, of the National Defense Act will be apportioned to each State, Territory, and the District of Columbia on July 1 of each year, or as soon thereafter as practicable, and will be based on the enlisted strength present at the annual inspection, upon factors as follows: (a) For Infantry, Coast Artillery, Hospital Corps detachments (attached to organizations), Quartermaster Corps, Ordnance Department, and all others not hereinafter enumerated, the number of enlisted men will be multiplied by one; (b) for field hospitals and ambulance companies the number of enlisted men will be multiplied by two; (c) for Field or Heavy Artillery, Cavalry, Signal Corps, Engineer Corps, Air Service, Tank, Howitzer and Machine-gun organizations the number of enlisted men will be multiplied by three. (Par. 613, N. G. R., '22.)

Credit for Attendance.

In computing the numerical strength of organizations credit will be allowed only for men who are uniformed, armed, and equipped so far as equipment has been furnished. Officers and enlisted men who are necessarily absent from their commands at the time of the armory inspection may be inspected with another organization of the same State, providing they present the written authority of the adjutant general of the State or Territory or the District of Columbia as the case may require. A member of the National Guard can not be attached to an organization of another State for the purpose of inspection. Members of organizations temporarily absent from their commands for the purpose of attending any service school will be counted in the aggregate strength of the organization being inspected, the circumstances being noted in the inspection report. (Par. 527, N. G. R., '22.)

Annual Armory Inspection — Discipline.

The organization commander should inform himself and be ready to answer the following questions on Form 50-2-I.G.D.

1. Does the discipline conform to the system prescribed in Section 91, National Defense Act, which states:—

“The discipline (which includes training) of the National Guard shall conform to the system which is now or may hereafter be prescribed for the Regular Army, and the training shall be carried out by the several States, Territories, and the District of Columbia so as to conform to the provisions of this act.”

2. Courts-martial during calendar year:
- (a) General courts-martial: Number of trials. . . . Number of convictions
 - (b) Special courts-martial: Number of trials. . . . Number of convictions
 - (c) Summary courts-martial: Number of trials. . . . Number of convictions
4. Are the causes of absence from drill and instruction investigated and proper disciplinary measures taken to correct them?
5. What is the morale of this organization? Is there any special esprit, the result of its service in war or elsewhere?

Report on each Officer — Annual Armory Inspection.

A separate report will be made on each officer of an organization whether present with his organization, absent, or attached to an organization for inspection. Only an original copy is required on Form 50-4-I.G.D. The officer should fill in the heading and service, and be prepared with necessary data.

National Guard, State of	Organization
(Surname)	(Christian name)
Rank.....	Age, years.....
Address (give street and No.).....	
Years of service: (a) Commissioned, all arms	
(b) Enlisted, all arms	
(c) Commissioned in present arm.....	
(d) Enlisted in present arm	
Has he passed successfully the examination prescribed by the War Department for his present grade?.....	
For C. A. C., only: He has qualified in the following courses prescribed for his grade by G. O. 166, 1911, and 2, 1916, W. D.	
Has he complete arms, equipment and clothing as prescribed by Uniform Regulations?.....	

**ANNUAL ARMORY INSPECTION
ORGANIZATION — MOBILIZATION AND RECRUITING**

The organization commander previous to the inspection should check up on the following points in Form 50-5 I.G.D., and by prompt action correct any deficiencies.

1. (a) Does this unit conform to prescribed tables of organization?
(b) If not, in what respects does it fail to conform?
- A comparison of the roster of the company with the table of organization that pertains will indicate deficiencies in more commissioned officers and specialists, that should be corrected.
- (c) Has this unit a permanent squad and platoon system?
2. (a) Has organization commander a copy on hand of plans and instructions for mobilization issued by State authorities?
(b) Have steps been taken to keep local addresses of members of organization, both active and reserve, up to date?

3. (a) Has an officer been designated as recruiting officer for this organization in accordance with National Guard Regulations?
- (b) Has the recruiting officer the following blank forms, etc., on hand: Enlistment paper (Form 22-1, A.G.O.)? Report of physical examination (Form 135-1, A.G.O.)? Service Record (Form 29, A.G.O.)? Identification record (Form 260, A.G.O.)? Register of vaccination (Form 81, S.G.O.)? Copy of Special Regulations No. 65? Copy of Circular Letter No. 13, Militia Bureau March 19, 1919?
- (c) Does the recruiting officer understand his business, and are all enlistments being properly made?
- (d) Are enlistments being made for the assigned reserve of this organization?
- (e) Give a concise statement of any special recruiting efforts or campaigns that were made during the past calendar year and the net results in number of recruits secured therefrom.
- (f) Is recruiting aided by the attitude of the community?
4. Do you believe that this organization can be maintained at the minimum strength required by regulations for the next five years?
If not, give a concise statement of the reasons for your belief.

ANNUAL ARMORY INSPECTION — RECORDS

The inspector will examine the field desk and all records of the organization and indicate hereon their condition as Excellent (Ex), Very Good (VG), Good (G) Fair (F), Poor (P) or Bad (B) taking into consideration completeness, neatness, and the prescribed method of keeping same.

1. Enlistment paper (Form 22-1, A.G.O.)
 Report physical examination (Form 135-1, A.G.O.)
 Service Record (Form 29, A.G.O.)
 Register of vaccination (Form 81, S.G.O.)
 Identification record card (Form 260, A.G.O.)
 Record of attendance at armory drills (Form 367-b, W. D.)
 Record of attendance at encampments, maneuvers or other exercises, including out-door target practice.
 Pay rolls (Forms 367 and 367a (War Dept.)
 Requisitions for clothing (Form 160 P. & S.)
 Descriptive card of public animals (Form 277, A.G.O.)
 Correspondence book.
 Document file.
 Company council book and vouchers.
 Property loan record (Form 263 Q.M.C.)
 Shipping tickets (Form 260, Q.M.C.)
 Receiving reports (Form 267, Q.M.C.)
 Over, short, and damaged reports (Form 261, Q.M.C.)
 Statement of charges.
 Report of survey (Form 196, A.G.O.)
 Inventory and inspection report.
 Individual equipment record (Form 637, A.G.O.)
 Individual record of target practice (Form 70, M. B.)
 Record of trials by courts-martial.
 Morning report (Form 332, A.G.O.)
 Record of target practice (Field Arty.)
 Sick report (Form 339, A.G.O.)
 Duty roster (Form 342, A.G.O.)
 Ration return (Form 223, Q.M.C.)

2. Has organization a copy of Special Regulations No 57?
3. Are records and field desks being kept as prescribed therein?
If not, note general exceptions and reasons therefor.
4. Are Army Regulations posted up to date?
5. Are National Guard Regulations posted up to date?
6. Are files of following orders and circulars properly kept: Extracts and indexes of War Dept., General Orders and Bulletins? Militia Bureau Circulars (beginning with series of 1920)? General and Special Orders, Bulletins and circulars, State Adjutant General's Office? Regimental Orders, Circulars, etc.? Company Orders?
7. Is there a copy of last annual inspection report on file?
8. Give a concrete statement of steps that have been taken to correct deficiencies and irregularities noted therein?
9. During the past calendar year this organization has complied with Section 92, National Defense Act, as follows (Based on examination of records of organization by the inspector):

Answers to questions in regard to periods of instruction and numbers present will be based on records of organization presented to the inspecting officer. These figures will in no case be estimated or approximated. If the records do not furnish the necessary information, the remark "No Record" will be entered as the answer.

(a) Number of days at encampment, maneuvers, or other exercises, including outdoor target practice, average number actually attending: Mounted—Officers, enlisted men: Dismounted—Officers, enlisted men. (b) Number of assemblies for drill and instruction, including indoor target practice and excluding (a) Mounted—Dismounted, Average number actually attending: Mounted—Officers, enlisted men: Dismounted—Officers, enlisted men.

10. If organization was in the service of the United States during the past calendar year, give, (a) date of muster in (b) Muster out.

11. General information on regard to condition of records. (Form 50-6 I.G.D.)

Annual Armory Inspection — Equipment.

The organization commander is required to make out and sign the following certificates in Form 50-7, I.G.D., and hand them to the Inspector who verifies the list.

1. This organization is fully armed, uniformed, and equipped for authorized strength for field service with the articles enumerated in Militia Bureau Equipment Tables, except the following articles which are not on hand: (Here list all missing equipment.)

2. The following articles of Federal property in hands of this organization are considered unserviceable. (Here list all unserviceable articles as laid out for the inspector.)

Inspection of Unserviceable Property.

Only such property as is submitted to the personal examination of the inspecting officer will be included in the report, and in determining the serviceability or unserviceability of any article the inspector will be guided by Regular Army standards. It is incumbent upon the State authorities to produce the property and not upon the inspecting officer to institute a search therefor. (Par. 526, N. G. R., '22.)

Disposition of Unserviceable Property.

All property which is listed as unserviceable by the inspecting officer in this annual report must be presented for the action of the State surveying officer at the earliest practicable date thereafter. (Par. 19, Inst. for Inspector.)

Annual Armory Inspection — Care of Property.

(a) Is any United States Property permitted to be carried home by officers or enlisted men?

(b) Is any United States property used for non-military purposes?

(c) Has all property reported unserviceable by last United States inspecting officer been turned in or passed upon by a surveying officer during the past year?

(d) Does the Commanding Officer comply with par. 864, National Guard Regulations, in regard to reporting the loss, theft or unserviceability of property?

(e) What is the condition of:—

1. Ordnance property.

(Particular attention will be paid to the inspection of small arms and to facilities provided for storing, preserving, and cleaning the same. The inspection of small arms will be made in the day time. All rifles will be tested by the gauge test as prescribed by the War Department, in Bul. 15, W. D., 1915. (Par. 18, ¹/₂ Inst. for Inspector.)

2. Q. M., Property — 3. Signal Property — 4. Medical Property.

5. Engineer Property — 6. Aviation Property — 7. Transportation (a) Animal drawn (b) Motor.

(f) Are competent enlisted caretakers provided?

(g) Are adequate cleaning facilities provided?

(h) Is adequate supply of cleaning material provided?

(i) Who cleans small arms and machine guns?

(j) Are small arms and machine guns kept locked up?

(k) Is quartermaster property stored properly?

(l) Is ordnance property stored properly? Cared for properly?

(m) Is engineer property stored properly? Cared for properly?

(n) Is signal property stored properly? Cared for properly?

(o) Is medical property stored properly? Cared for properly? Are instruments protected from rust? Are rubber articles protected against deterioration?

(p) Is field artillery material stored properly? Cared for properly?

(q) Is leather equipment properly cleaned and oiled?

(r) Is designation of organization stenciled on all property requiring same.

(s) Is designation of organization stamped on all articles of wood, leather, and metal? (From 50-7a, I. G. D.)

Annual Armory Inspection of Armory.

(a) Owned by State, county, city, organization or private parties.

(b) Is it used exclusively by this organization?

(c) Is drill hall adequate for the instruction of entire organization?

(d) Does its use for non-military purposes interfere with its use as an armory?

(e) Does it afford United States property proper protection from the elements?

(f) Is United States property afforded full and complete protection from fire?

(g) Are individual lockers provided for the equipment of members of organization?

(h) Is a separate storeroom provided for keeping surplus equipment locked up?

(i) Is it equipped with facilities for indoor gallery practice? If not, does it afford sufficient room for indoor gallery practice?

(j) (Field Artillery only) Is it provided for subcaliber practice? If not, could facilities for subcaliber practice be installed?

(k) Is it such as to encourage enlistments and reenlistments concerning its location? Its construction? Its equipment (as to club, Gymnasium, and bathing facilities, and provisions for athletic sports and entertainments)?

(l) Does drill hall contain facilities for mounted instruction?

(m) What stable accommodations exist?

(n) Is a suitable room provided for physical examination of recruits?

(o) Are suitable scales and complete recruiting outfits furnished by Medical Department? (See par. 887, Manual Medical Department, 1916).

(p) (Engineers only.) Is it provided with facilities, either indoors or outdoors, for engineer drill, as follows:

1. Sand boxes for instruction in field fortifications?
2. Space and timbers for bridge work?
3. Dark room and other facilities for map reproduction?
4. Space suitable for instruction in minor demolitions and use of explosives? (Form 50-8, I. G. D.)

Additional for Coast Artillery Armory.

Are gallery practice facilities provided?

Are data for testing accuracy of plotting boards available for test? Azimuth instruments? Depression position finders?

Fire-control equipment: Is Ordnance and Signal Corps Coast Artillery property set up and adjusted? If not, state particulars. (Form 50-8a, I. G. D.)

Annual Armory Inspection, Target Practice, All Arms.

During the past calendar year small-arms practice was held as follows: (Based on examination of records of organization by inspector.)

NOTE.—The answers will be the total of officers and men added together. If no practice was held, the reason therefor will be given under heading "Remarks."

- (a) Number of organization during target year (January 1 to December 31.)
- (b) Number enumerated under (a):
 1. Who qualified in gallery practice
 2. Who fired and completed course
 3. Who fired part of but failed to complete the course
 4. Who did not fire
 5. Who qualified as marksman or better
- (c) Number who fired the pistol course: Mounted..... Dismounted.....
- (d) Has this organization a rifle range accessible for daily practice?
 1. If so, is it used?
 2. If not, is it possible to secure a suitable rifle range site (200 yards or more) in the immediate vicinity?
- (e) Has this organization had a systematic course in preparation for target practice?
- (g) Any facilities for mounted pistol practice?
- (h) Any field firing? (Form 50-9, I. G. D.)

Machine Gun Company or Troop, and Tank Company.

- (b) 1. Number, who qualified with machine-gun..... 2. Who failed to qualify with machine-gun;..... 3. Who fired but completed no prescribed firing course with machine-gun;..... 4. Who did not fire with machine-gun;..... 5. Who qualified with rifle as marksman or better;... 6. Who failed to qualify; 7. Who fired but completed no prescribed course;..... 8. Who did not fire with rifle;..... 9. Who fired the pistol course-Dismounted-Mounted.
- (c) Has this organization a machine-gun range readily accessible for ordinary practice? 1. If so, is it used?..... 2. How often?..... 3. If not, can a range be readily obtained?
- (d) Has this organization a 50-yard range?..... 1. If so, is it used?..... 2. How often?..... 3. If not, can a range be readily obtained?
- (e) Has this organization engaged in: Field Firing? Night Firing?
- (f) Has this organization had a systematic course in preparation for machine-gun and pistol practice? (Form 50-9a, I. G. D.)

Field Artillery.

- (a) Pistol (or revolver): Number of assemblies; Average attendance; Average rounds per man fired.

- (b) Subcaliber practice: Places and dates held; Average attendance; Total rounds fired.
- (c) Service practice: Places and dates held, Name of Regular Army Officer supervising practice; Total rounds fired; Number of officers firing; Number of problems fired; Number of problems in which satisfactory adjustment was obtained; Average rate of fire in salvos per minute. (Form 50-9c, I. G. D.)

Coast Artillery.

Subcaliber practice at forts: Places and dates held; Average attendance; Total rounds fired. Service Practice; Places and dates; Name of Regular Army Officer supervising firing; Total rounds fired; Total hits; Number of officers firing.

- (d) Type and model of gun or mortar to which organization is assigned.
- (e) Type and model of carriage to which organization is assigned.
- (f) Are the members of the company assigned to fire control, gun, and ammunition sections prescribed by Drill Regulations, Coast Artillery?
- (g) Are manning tables prepared and kept posted up to date?
- (h) Number of enlisted men now in organization who, within the three years prior to date of inspection, have been announced in orders from Coast Defense Commanders as qualified for appointment as:—
Gun Commander. Gun Pointer. Plotters. Observers.
These qualifications must be evidenced by copies of the orders exhibited to the inspector, otherwise they will not be reported.
- (i) Number of enlisted men (excluding rated men) now in organization who have qualified, within the three prior to date of inspection, as: (First Class gunners, Second Class gunners) (Form 50-9c, I. G. D.)

Annual Inspection in Armory Drill and Instruction Pertaining to all units.

1. Has armory training during the past calendar year been conducted according to schedules prepared by the instructor. (See Par. 486, N. G. R.)

2. Are lieutenants required to assist the captain in the performance of all duties? (See Par. 441, N. G. R., '22.)

3. Are detailed drill schedules prepared at least one week in advance and officers and non-commissioned officers required to prepare themselves by proper study for the execution of same?

4. Formation of organization:

- (a) Appearance in neatness; (b) Steadiness in ranks; (c) Promptness and orderliness of formation; (d) Completeness of individual equipment of officers; Men;
- (e) Adjustment of equipment of officers; men?

5. The following subjects are prescribed for the period of armory training. The inspector will determine as far as possible in the time available and by such methods, examination of drill schedules, questioning of officers and men, actual demonstration, drill, etc., the state of training and proficiency of individuals and the organization therein:

- (a) Nomenclature and care of rifle; (b) Nomenclature, care, and manipulation of individual field equipment; (c) Use of rifle, including adjustment of sights, adjustment of sling, firing position, trigger squeeze, loading, etc.; (d) Gallery practice; (e) Use of bayonet; (f) Sanitation, hygiene, and first aid; (g) Military discipline and courtesy; (h) Nomenclature, care, and use of automatic rifle; (i) Nomenclature care, and use of automatic pistol; (j) Authorized arm and whistle signals; (k) Interior guard duty; (l) School of the soldier (or trooper); (m) School of the squad; (n) School of the platoon; (o) School of the company; (p) Instruction of specialists, buglers, mechanics, wagoners, horseshoers, cooks, saddlers, etc.; (q) Any other form of indoor training in which the organization has been instructed.

6. Are schools held for company officers and non-commissioned officers? If so, state record of attendance and nature of course pursued, and number of sessions. (Form 50-10, I. G. D.)

Annual Inspection Armory Drill and Instruction.

Additional for Service Company, Troop, or Battery.

1. Location of officers.
2. Location of enlisted men in general.
3. Degree of proficiency in:
 - (a) Harnessing; (b) Nomenclature and care of harness; (c) Nomenclature and care of wagons; (d) Care of draft animals.
4. What experience have regimental supply sergeants had in their duties?
5. What experience has the stable sergeant had with horses?
6. Are special men, saddlers, etc., trained?
7. Is there a complete supply of blank forms in the company which are used normally. If so, is instruction given subordinates in their use? If not, what in general is lacking?
8. Are these publications on hand —
 - (a) Quartermaster's Manual? (b) War Department circulars publishing tables of basic allowances? (c) War Department Document No. 1003, Care of public animals and Leather Equipment issued to the National Guard?
11. Is practical work done with harness and wagons? (Form 50-10a, I. G. D.)

Annual Inspection Armory Drill and Instruction.

Additional for Machine Gun Company or Troop.

- (b) Degree of proficiency in indoor drill:
 1. Signals; 2. In drill, Company; Squad. 3. Time on Armory floor for: Prepare for action: Change barrels. 4. Fire direction and control; 5. Of squad Leaders; 6. Use of firing data; 7. Gun squads combined; 8. Nomenclature taking down and setting up gun; 9. Nomenclature taking down and setting up harness and pack; 10. Care of equipment; 11. Care of pack animals; 12. In harnessing and unharnessing: In setting up harness; 13. In packing and unpacking: In setting up aparejo; 14. Ammunition supply and reloading; 15. Dismounted drill; 16. Troop drill.
- (c) Is armory equipped with dummy mules or devices suitable for training in setting up packs, harnessing, and packing?
- (d) Is a short range readily accessible for reduced range firing?
- (e) What experience has the stable sergeant had with horses or mules?
- (f) Are special men, horseshoers, buglers, etc., trained?
- (g) Are these publications on hand:
 1. Pack Transportation, Q. M., Dept. 1916? 2. Hand Book Browning Automatic Rifle, caliber .30? 3. Drill Regulations for Browning Machine rifle? 4. War Department Document 1003: Care of public Animals and Leather Equipment issued to the National Guard?
- (i) Degree of efficiency of: Platoon leaders; Sergeants; Corporals.
- (j) Are junior officers required to drill and instruct organization, or parts thereof?
- (k) Is range finding and signal detail properly trained? (Form 50-10b, I. G. D.)

Annual Inspection Armory Drill and Instruction.

Additional for Field Artillery.

- (b) Degree of proficiency in indoor drill:—
 - 1. The gun squad; 2. The firing battery; 3. Special details; 4. School of the battery dismounted; 5. Mounted drill; 6. Use of telephone and buzzer; 7. Signaling; 8. First aid; 9. Give other forms of indoor training in which the organization has been instructed by its officers.
- (c) General information on instruction:—

Are the following able to train enlisted men and to what degree:
Officers. Sergeants. Corporals.
- 4. Are non-commissioned officers proficient in their duties, viz.:
Chiefs of section. Gunners. Other N. C. O.
- 6. Is instruction given to qualify gunners (G. O., 61, W. D., 1915.)? If an examination was held by a Regular Army officer in 1920, how many men qualified:
As expert first class. As first class. As second class.
(Form 50-10d, I. G. D.)

Annual Inspection Armory Drill and Instruction.

Additional for Coast Artillery.

- (c) General information on instruction:

Are the non-commissioned officers proficient in their duties?
Are enlisted men proficient in the nomenclature, care, and preservation of small arms and coast artillery apparatus?
- (d) Degree of proficiency in service of the piece as demonstrated by actual drill, in case dummy guns or mortars are available.
- (e) Degree of proficiency in service of the fire-control equipment installed in the armory, as demonstrated by actual drill. (Form 50-10e, I. G. D.)

Annual Inspection Armory Drill and Instruction.

Additional for Engineers.

- (c) Engineering instruction:

Inspector should prepare in writing beforehand one single, short, and practical problem on each subject and hand to commanding officer or organization inspected and direct him to make the necessary dispositions and carry out the problem. Results should be graded; time of execution, management, and methods and product should be considered.

 - 1. Cordage; 2. Bridges; 3. Demolition; 4. Sketching; 5. Map reproduction; 6. Fortification.
- (d) General information on instruction:
- 3. Efficiency of non-commissioned officers as judged by.
 - (a) their bearing (b) Theoretical test.
- 4. Are junior officers required to drill and instruct organization or parts thereof.
- 5. Do the enlisted men understand nomenclature of their arms? Care of same?

Inspector should prepare in writing beforehand ten practical questions from Manual for Noncommissioned Officers and Privates of Infantry, and ten practical questions from Engineer Field Manual, and, having assembled the non-commissioned officers, ask these questions down the line, grading the answers.

Ten men should be fallen out at random and each one asked one practical question, and answers graded. (From 50-10f, I. G. D.)

Annual Inspection Armory Drill and Instruction.

Additional for Signal Corps.

- (h) Character of instruction in:
Visual signaling; Telegraphy; Radiotelegraphy.
- (i) Do enlisted men generally understand the nomenclature, care, and preservation of the Signal Corps technical equipment in the hands of the organization?
- (j) Apparent proficiency in use and adjustment of radio sets by:
Officers. Enlisted men.
- (k) Apparent proficiency in use and adjustment of buzzers by:
Officers. Enlisted men.
- (m) Other forms of instruction imparted.
- (n) Number of men capable of performing work of linemen in organization number whose business pertains to some class of electrical work exclusive of: Number of men whose maximum rate of transmitting and receiving per minute words of five characters each is as follows:
Radiotelegraphers, 10 to 15 words. 15 and over.
Telegraphers (American Morse), 10 to 20 words. 20 and over.
(Form 50-10g, I. G. D.)

Annual Inspection Armory Drill and Instruction.

Additional for Sanitary Troops.

- (h) Is organization given instruction and is it efficient in the following? School of the soldier. School of the squad. School of the detachment.
School of the company (if an ambulance company or field hospital).
Manual of the litter. Manual of the loaded litter. Ambulance drill.
Knowledge of equitation. Knowledge of driving animal-drawn and motor vehicles.
Bearer work without litter. Practical and theoretical first aid.
Cooking and mess management. Prevention of infectious and contagious diseases.
- (i) Other forms of indoor instruction. (Form 50-10h, I. G. D.)

Annual Inspection Armory Drill and Instruction.

Additional for Tank Corps.

- (c) Degree of proficiency in:
 - 1. Formation and position of crews.
 - 2. Tank drill.
 - 3. Mechanics, operation, and maintenance.
 - 4. Operation of 37 millimeter gun.
 - 5. Signaling.
 - 6. First aid.
 - 7. Give other forms of indoor training in which organization has been instructed by its officers.
- (d) General information on instruction:
 - 3. Are following able to train enlisted men and to what degree?
Officers. Sergeants. Corporals.
 - 4. Are platoon and squad leaders held responsible for training their units.
 - 5. Do the enlisted men understand the nomenclature and construction of the tank? Care of same?
 - 7. Are machine-gun and 37 mm. gun operators trained?
 - 8. Give concise statement regarding target practice or other actual firing with 37 mm. guns. (Form 50-10i, I. G. D.)

Annual Armory Inspection Horses, Mules and Stables.

- (a) Number continuously available for drill and field service, Horses, Mules.
- (b) Number of horses owned by:
 - 1. State.....2. The organization.....3. Individual members of the organization... 4. Citizens not members but rented or loaned to the organization...
- (c) Number of mules owned by:
 - 1. State.....2. The organization.....3. Individual members of the organization... 4. Citizens not members but rented or loaned to the organization...
- (d) Number of horses owned by the United States:
 - 1. Serviceable.....2. Unserviceable.....3. Included in 1 and 2 are serviceable and..... unserviceable condemned Regular Army horses.
- (e) Number of mules owned by the United States:
 - 1. Serviceable.....2. Unserviceable.....
- (f) Are horses or mules owned by the United States properly cared for?
 - 2. Well fed.....3. Well groomed?.....4. Well shod?.....5. Exercised?
 - 6. Properly stabled?.....7. Fully protected from fire?.....8. By whom are stables owned?
- (g) 1. Do all United States animals correspond to their descriptive cards?.....2. Are hoofs marked?.....3. Are United States animals used solely for military purposes?.....4. Number of helpers employed?.....5. Number of enlisted helpers?.....6. Are they competent?.....7. How and to what extent is provision made for mounted instruction (exclusive of encampments)?.....8. How many pack mules available for training?...9. Are they suitable for field work?.....10. Are any horses allotted to headquarters (Cavalry regiment or separate squadron only)?.....11. To what extent are mounted drills held with horses in draft (for Field Artillery, Signal Corps, and sanitary troops only)?
- (h) Remarks on general condition and suitableness of animals and stables. (Form 50-11, I. G. D.)

Annual Armory Inspection Motor Vehicles.

- 1. Number continuously available for drill and field service: Tractors; Trucks;..... Motor cars;..... Motorcycles;..... List all motor vehicles showing class and type. NOTE: Serviceable or unserviceable.
- 2. Are motor vehicles owned by the United States: (a) Properly cared for? (b) Properly stored?..... (c) Fully protected from fire?
- 3. By whom are garages owned?
- 4. Are United States motor vehicles used solely for military purposes?
- 5. Is there a complete supply of spare parts on hand?
- 6. Number of mechanics employed.
- 7. Number of enlisted mechanics.
- 8. Are they competent?
- 9. How and to what extent is provision made for motor instruction (exclusive of encampments)?
- 10. What is average amount of gas and oil used by organization per month (exclusive of encampments)?
- 11. To what extent are mounted drills held with tractors in draft (for field artillery, signal corps, and sanitary troops only)?
- 13. Is any work other than on Government-owned motor vehicles done by mechanics?
- 14. Are any motor supplies used for other than Government purposes?
- 15. What check is made of oil, gas, etc.?
- 16. How are gas and oil stored and protected from loss. (Form 50-12, I. G. D.)

E. ENCAMPMENTS AND FIELD TRAINING

Law Requiring Encampments. Each company, troop, battery, and detachment in the National Guard shall participate in encampments, maneuvers, or other exercises, including outdoor target practice, at least 15 days each year, unless excused from participation in any part thereof by the Secretary of War. (Sec. 92, N. D. A.)

NOTE. — In case of failure, of any reason, for any organization to participate, it is best to obtain the excuse in writing from the Militia Bureau.

15-Day Encampments Authorized. Under such regulations as the President may prescribe the Secretary of War is authorized to provide for the participation of the whole or any part of the National Guard in encampments, maneuvers, or other exercises, including outdoor target practice, for field or coast-defense instruction, either independently or in conjunction with any part of the Regular Army, and there may be set aside from the funds appropriated for that purpose and allotted to any State, Territory, or the District of Columbia, such portion of said funds as may be necessary for the payment, subsistence, transportation, and other proper expenses of such portion of the National Guard of such State, Territory, or the District of Columbia as shall participate in such encampments, maneuvers or other exercises, including outdoor target practice, for field and coast-defense instruction; and the officers and enlisted men of such National Guard while so engaged shall be entitled to the same pay, subsistence, and transportation as officers and enlisted men of corresponding grades of the Regular Army are or hereafter may be entitled by law. (Sec. 94, Nat. Def. Act.)

4 Day Instruction Camps Authorized. Under such regulations as the President may prescribe the Secretary of War may provide camps for the instruction of officers and enlisted men of the National Guard. Such camps shall be conducted by officers of the Regular Army detailed by the Secretary of War for that purpose, and may be located either within or without the State, Territory, or District of Columbia to which the members of the National Guard designated to attend said camps shall belong. Officers and enlisted men attending such camps shall be entitled to pay and transportation, and enlisted men to subsistence in addition, at the same rates as for encampments or maneuvers for field or coast-defense instruction. (Sec. 97, Nat. Def. Act.)

Status of National Guard in Camp. As the National Guard while participating in joint maneuvers or encampments is not "called forth" in the manner or for any of the purposes prescribed in the Constitution, they continue to be State forces and do not at any time pass into the service of the United States. (Par. 471, N. G. R., '22.)

Command of Posts and Cantonments. When any part of the National Guard participates in encampments, maneuvers, or other exercises, including outdoor target practice, for field or coast-defense instruction at a United States military post, or reservation, or elsewhere, if in conjunction with troops of the United States, the command of such military post or reservation and of the officers and troops of the United States on duty there or elsewhere shall remain with the commander of the United States troops without regard to the rank of the commanding or other officer of the National Guard temporarily engaged in the encampments, maneuvers, or other exercises. (Sec. 95, Nat. Def. Act.)

Operation of Post Exchanges.

National Guard Troops, not in Federal service, in camp on a government reservation will be permitted to operate their own Post exchange, provided the transactions are limited to the members of their commands, and are in conformity with police and sanitary regulations of the reservation.

Camps and Schools for National Guard. Contingent upon the necessary funds being available, the National Guard will attend a field training period of fifteen days and, in addition, schools of instruction for officers and specially selected men may be held for a period not to exceed four days' actual attendance in camp. It is believed that it would be

most beneficial if arrangements can be made to have the four-day period immediately precede the main encampment. (Letter M. B., 354.1, Dec. 6, 1920.)

Who Initiates Plans for Encampments. Subject to the requirements of the general scheme and to the limitations imposed by available funds, department commanders will, after direct correspondence with the adjutants general of the States, initiate plans for summer camps for the National Guard within their respective departments. (Par. 458, N. G. R., '22.)

Corps Area Commanders in Charge of Camps. Subject to such general directions as the Secretary of War may issue to insure uniformity in the instruction of the National Guard, department commanders will have charge of all encampments, maneuvers, and other exercises of the National Guard held in their respective departments. (Par. 460, N. G. R., '22.)

Supervision of Camps. Encampments of the National Guard for field training will be under the general supervision of the Corps Area Commanders, who will, after direct correspondence with the Adjutants General of the several States within their areas, prepare all plans, fix the dates and places of encampment, designate the units to attend, and approve the programs of instruction in accordance with the general scheme outlined herein and in the "Suggestions for Training the National Guard, 1919." (Letter M. B., 324.1, Dec. 6, 1920.)

Supervision of Schools. The preliminary schools of instruction will also be under the supervision of Corps Area Commanders who will approve programs of instruction and detail the necessary officers from the troops under their commands to carry out the approved programs. Arrangements should be made at these schools for the instruction of Staff Officers, Medical Officers and non-commissioned officers and selected privates, first class, Sanitary Troops. (Letter M. B., 354.1, Dec. 6, 1920.)

Location of Camps. The location and suitability of the camp sites and ranges for encampments, maneuvers, or other exercises, for field or coast-defense instruction and outdoor target practice shall be determined or approved by the Secretary of War, or by department commanders under instructions from the Secretary of War. (Par. 465, N. G. R. '22.)

Whenever possible camp sites should be selected so that instruction in target practice and field firing may be included in program of instruction. (Letter M. B., 354.1, Dec. 6, 1920.)

Location of Coast Artillery Camps. Coast defense commanders will select the camp grounds and supervise all preparations for the accommodation of the National Guard assigned to their commands. They will inspect the camps and drills of the National Guard from time to time for the purpose of reporting on the efficiency both of the troops and of the instructors. When considered necessary in the interest of discipline, orders will be issued to the commanding officers of the National Guard through the senior instructor. (Par. 2, G. O., No. 6, W. D., 1921.)

Use of Cantonments for Camps. Where any State has not provided a suitable camp for the mobilization and training of its National Guard, as provided in Special Regulations No. 55, War Department, 1917, the Department Commander is authorized, when he deems it advisable, to use the nearest United States camp or cantonment for these purposes, provided the necessary space and facilities are available, without detriment to the training and accommodation of the United States troops and provided the United States is not required to furnish any additional personnel for the supply and administration of the State Troops.

When this privilege is granted any State it will be with the distinct understanding that this is an emergency action and in no way will it be regarded as a precedent for fixing

future policy. This action amends Special Regulations No. 55, W. D., 1917, in no way. (Cir. Let. No. 14, M. B., 1920.)

Setting Dates for Camps. The attention of all concerned is called to the fact that all members of the National Guard must have early notice of the dates set for encampments in order that suitable arrangements may be made for the necessary absence from their business affairs. (Letter M. B., 354.1, Dec. 6, 1920.)

After the dates for an encampment have been determined upon and announced, no change therein should be made, for such change affects not only the members of the National Guard but seriously disrupts the industries from which the National Guard personnel is drawn. (Letter M. B., 354.1, Dec. 1920.)

Uniformity in Plans and Instruction. To insure progress and uniformity in instruction, the Militia Bureau will formulate on or before March 1 of each year a general scheme of instruction for the ensuing summer period for the information of department commanders and Coast Artillery district commanders. Subject to the requirements of the general scheme and to the limitations imposed by available funds, department commanders will, after direct correspondence with the adjutants general of the States, initiate plans for summer camps for the National Guard within their respective departments. (Par. 458, N. G. R., '22.)

Programs of Instruction. Based upon the general scheme of instruction referred to in the preceding paragraph, programs of instruction for the National Guard at encampment or field exercises will be prepared under the direction of the department commander well in advance of the date set for the encampment or exercise. (Par. 459, N. G. R., '22.)

General Scope of Field Training. It will be assumed that the completion of their instruction will normally come in a period of intensive training upon their draft into federal service, in time of war, and to such extent as is logical each summer camp will be regarded as a miniature period of such intensive training. (Training Policy, M. B., Aug. 31, 1921.)

Training of Commanding and Staff Officers. The administration and instruction of the encampment or march should be such that all officers shall perform, as far as practicable, all the functions, appropriate to their grade and office, that would devolve upon them if in actual campaign.

Report will be made of the degree and manner in which the commanding and respective staff officers performed the duties of their office.

Any officer displaying marked ability, or inefficiency, will be noted by name in the report. (Page 2, Field Inspection Report.)

Recruit Instruction. So far as is possible the aim should be to finish recruit instruction in the armory and take to the annual encampment organizations which are ready to work as units. (Training Policy, M. B., Aug. 31, 1921.)

Coast Artillery Instruction. Regulations for coast defense or field exercise of National Guard Coast Artillery are published in General Order of the War Department. (C. A., Memo. No. 1, March 26, 1921.)

Lectures, Conferences, and Schools may be held in the evening but it is more expedient to hold them during the day. They should be held preferably in the morning and never immediately after a meal. (Cir. Let. M. B., No. 11, Feb. 26, 1920.)

Practice Marches During Camp. Such marches as may be prescribed should be for the purpose of instruction in march discipline, conduct of marches, etc., and not as tests of endurance or as a hardening process. (Cir. Let. M. B., No. 11, Feb. 26, 1920.)

Simple Night Maneuvers During Camp. For troops sufficiently advanced in fundamental training one or more simple night maneuvers or exercises such as occupying by night a position selected during daylight should be prescribed embodying the following features and as many more as may be deemed expedient, viz.:—

- (a) Necessity for clear and concise orders and definite objective.
- (b) Necessity for silence and absence of lights during operation.
- (c) Means and methods of maintaining direction, contact and communication throughout command. (Cir. Let. M. B., No. 11, Feb. 26, 1920.)

Use of Regular Army Personnel. The Secretary of War may detail one or more officers and enlisted men of the Regular Army to attend any encampment, maneuver, or other exercise for field or coast-defense instruction of the National Guard, who shall give such instruction and information to the officers and men assembled for such encampment, maneuver, or other exercise as may be directed by the Secretary of War or requested by the governor or by the commanding officer of the National Guard there on duty. (Sec. 96, Nat. Def. Act.)

Detail of Instructors. The Regular Army personnel necessary for instruction at authorized encampments and maneuvers and for field or coast-defense exercise of the National Guard will be provided through direct correspondence between the adjutants general and commanders of departments in which the State is located. (Par. 461, N. G. R., '22.)

All Available. Instructors and sergeant-instructors will be at the disposition of department commanders during the summer encampment period, and will be available as instructors at any authorized National Guard camp, maneuver, field, or coast-defense exercise within the limits of the department. (Par. 463, N. G. R., '22.)

Duties of Instructors at Coast Artillery Camps. The senior instructor will have entire charge of the execution of the program of instruction and exercises, including sub-caliber and service target practice. The method of conducting target practice will conform as nearly as practicable to that prescribed for Regular troops, but the senior instructor is authorized to make such changes as he may deem necessary on account of local conditions. The safety precautions prescribed for Regular troops will be observed by the National Guard. The senior instructor will be responsible for the safety of the field of fire. (Par. 3, G. O., No. 62, W. D., 1921.)

Duties of Instructors. Ordinarily the senior instructor on duty with a unit will have general charge of instruction within that unit. When practicable, the senior instructor on duty with the State should, when he is not the senior present at the encampment, be detailed in addition to other duties as adjutant of the instructional corps and assist the senior instructor in the execution of the program of instruction. (Par. 2, Field Inspection Report.)

Must have Allotment of Funds. No bills should be contracted or obligations incurred by any officer of the National Guard in connection with the participation of the National Guard in joint camps of instruction or maneuvers, providing for payment to be made by the United States, except in accordance with the provisions of the National Guard Regulations and the acts of Congress appropriating funds for the support of the National Guard. (Par. 469, N. G. R., '22.)

NOTE. — Plans however, will have to be made in advance always contingent upon appropriations.

Estimate of Funds for Camps. Complete and detailed estimates of funds required for the above purposes should be submitted to the Chief of the Militia Bureau as early as practicable. These estimates should include expenses for the necessary detail of officers and enlisted men for the purpose of preparing camps and for their proper demobilization, and in this connection, it is believed that an estimate covering four days' pay should be ample for the purpose. (Cir. Letter, M. B., No. 11, Feb. 26, 1920.)

Form for Estimates. The estimates should be in letter form and give dates and location desired. Number of officials, enlisted men and organizations expected to attend. Number of animals, wagons, motor and other equipment to be moved, accommodation

desired, and should contain as complete an estimate for each item of anticipated expenditure as previous experience and foresight dictates.

It is well to check up on the following items:

Railway or boat transportation.

Transportation from Armory to railway station and return.

Transportation from railway station to camp and return.

Pay of officers and enlisted men. Same for advance party and party remaining after camp.

Subsistence — Water — Sewage disposal — Material for mess tables, benches and shelters, building and equipping shower baths and kitchens. Electric lights in tents, mess shelters, kitchens, latrines and exterior camp lights — lavatories including facilities for washing clothing — fuel for kitchen and barrack heaters — lime — incinerators — screening for kitchens, mess shelters and latrines — hire of scavengers — extra transportation — hire of boats — telephone service — hire of riding and draft animals and forage and supplies for same.

Disbursing Officers for Encampments. The U. S. Property and Disbursing Officer for the State concerned will disburse the following funds allotted to him for the purpose by the Militia Bureau.

For the hire of horses and draft animals for the use of mounted troops, batteries, wagons, and for forage for the same. Prior authority of the Secretary of War for payments of this character is not necessary.

For such other incidental expenses in connection with lawfully authorized encampments, maneuvers, and field instruction as the Secretary of War may deem necessary. Prior authority of the Secretary of War for payments of this character is necessary.

For the pay of officers and the pay and subsistence of enlisted men participating in encampments, maneuvers and other exercises, including outdoor target practice for field or coast-defense instruction. Prior approval of the Secretary of War for payments of this character is not necessary. (Par. 631, N. G. R., '22.)

Division of Camp Expenditures. If it is agreed that the State shall bear a portion of the expenses of the pay of officers and enlisted men, the pay rolls will clearly indicate the obligations which rest against Federal funds and those which rest against State funds. (Par. 682, N. G. R., '22.)

Requisitions for Funds made by Governor. The requisition for these funds can not be made by any official of the State or Territory other than the governor, or in the District of Columbia, the commanding general of the District of Columbia Militia. Under the regulations of the War Department but one requisition a month can be submitted, except in urgent cases, in which cases full explanation as to the urgency must accompany the request. (Par. 628, N. G. R., '22.)

Form of Requisition for Funds. The requisition of the governor or the commanding general of the District of Columbia Militia will be in letter form and must be accompanied by a detailed estimate showing the purpose or purposes for which the funds are required, reference to be made thereon to the authority granted to incur the expense. When requisitioning for funds for purposes of pay for officers and enlisted men and subsistence of enlisted men for field or camp service for instruction, the estimate will show the number of officers and enlisted men of all grades taking part, with the number of days of their service; the approximate amount necessary to pay the officers and enlisted men of the command on the basis of the pay of the Regular Army, without increase for length of service; the approximate cost of the subsistence of enlisted men of the command for the specified number of days, on the basis of 50 cents a day for each enlisted man when rations in kind can be issued, 70 cents a day when traveling and when travel rations can be supplied, and not to exceed three times the value of the ration per diem when traveling and it is necessary to supply cooked meals; also the estimated amount of incidental expenses, such as hiring of horses and draft animals for the use of mounted troops, batteries, and wagons in connection

with the encampments, maneuvers, and field instruction, and the estimated cost of miscellaneous supplies that are necessary for camps, such as wood for cooking and heating purposes, straw for bedding, forage for animals, and other similar supplies. (Par. 629, N. G. R., '22.)

Requisition for Supplies for Camps. Requisitions for supplies for joint encampments of instruction must be made to the proper supply officers of the Regular Army in charge of issuing supplies thereat, and should specify, as near as possible, the exact quantities of supplies that will be required. The military authorities of the States, Territories, and the District of Columbia should inform the supply officer of the camp as far as possible in advance of the date of the joint exercises or encampments in anticipation of the requisitions that will be submitted to the supply officers later at the encampments. (Par. 470, N. G. R., '22.)

NOTE. — If the arrangements and notification cannot be made directly with the Federal supply officer, the information should be furnished to Corps Area Headquarters in sufficient time to be transmitted and supplies provided for.

Care should be exercised that no supplies in excess of absolute necessity are requisitioned for. The cost of any supplies ordered, if met from Federal funds, must be charged against funds under the subappropriation "General expenses, equipment and instruction, National Guard," apportionment for "Expenses, Camps of Instruction," provided sufficient funds remain to the credit of the State, otherwise from funds other than Federal. (Par. 466, N. G. R., '22.)

Requisition in Coast Artillery Camps. The preparations of the Coast Defense Commander should include estimates and requisitions for all the items as may be necessary. (Par. 4, G. O., No. 62, W. D., 1921.)

NOTE. — The National Guard supply officer and the Coast Defense commander must cooperate.

Transportation Requests. Each United States property and disbursing officer is designated as the transportation officer for the State in which he is acting as such property and disbursing officer, and such requests will be issued only by him so far as the National Guard of his State is concerned. All requests for transportation for camps should be made to him. (Par. 632, N. G. R., '22.)

Notations on Transportation Requests. All transportation requests must show the proper official designation of the appropriation from which payable, and, when practicable, the subappropriation; the authority for the travel (when authorized by the Militia Bureau, the procurement symbol and number, the date and file number of such authorization to be stated); and the nature of the travel such as "camps of instruction." (Cir. Letter M. B., No. 21, April 21, 1920.)

No Mileage for Travel. The law makes no provision for payment of mileage to officers and enlisted men of the Regular Army and the National Guard while traveling in connection with armory or field instruction, inspection, or changing stations. The transportation for which provision is made by law is the actual cost thereof, reimbursement therefor to be made in accordance with paragraph 696. (Par. 636, N. G. R., '22.)

Transportation of Baggage and Supplies. Bills of lading involving the shipment of Government (United States) property, which shipments are properly payable from appropriations made by Congress for the benefit of the National Guard will be issued only by the property and disbursing officer for the United States in the State, and application for shipment of property to camp and return to home should be made to him. (Par. 638, N. G. R., '22.)

NOTE. — The use of Federal motor transportation issued to the State is encouraged.

Transportation of Coast Artillery Commands. The coast defense quartermaster will have charge of moving the organizations and their impedimenta between the railroad

or wharf and the camp grounds, and wherever possible post transportation, either boat or wagon, will be used for this purpose, but if necessary the coast defense quartermaster will supplement the post transportation by hiring extra transportation. (Par. 8, G. O., No. 62, W. D., 1921.)

NOTE. — The National Guard and Regular Army officers must cooperate in submitting estimates for any expenditures necessary for such transportations.

Transportation for Practice Marches. Where troops engage in a practice march for instruction, the cost of wagon transportation sufficient to carry the rations, tentage, and bedding is a proper charge against the State's allotment of funds. Therefore, where the expenditure is reasonable and necessary to the movements of the troops that are engaged in a practice march the same will be allowed. (Par. 683, N. G. R., '22.)

Animals to be Taken to Camp. All animals for which supplies or helpers are furnished from Federal funds shall be sent, upon the order of the Secretary of War, at such times and for such periods as he may designate, to camps of instruction or to joint camps for the use of the National Guard units for which they were issued, assembled thereat, without further compensation to the owners than the supplies and helpers furnished for them. (Par. 954, N. G. R., '22.)

Public Animals to Another State. Public animals will not be sent outside of the State, Territory, or the District of Columbia for which they were furnished without the authority of the Secretary of War. (Par. 956, N. G. R., '22.)

NOTE. — That a camp in another State is approved by the Militia Bureau is sufficient evidence that the Secretary of War's authority has been obtained.

Payments of transportation of mounted officers who take part on the actual field or camp service for instruction, pursuant to the provisions of section 94 of the act of June 3, 1916, and for the horses of these officers, may be made from funds allotted to the State or Territory or the District of Columbia, under section 67 National Defense act, from the home station of the officers to the place of encampment and, returning, from the place of encampment to the home stations of the officers, provided such horses have been inspected by an inspector-instructor or other officer of the Regular Army and certified to as suitable first mounts, as required for officers of the Regular Army. (Par. 686, N. G. R., '22.)

Field Inspection of Animals.

- Total draft animals. Owned by United States.
 - Total animals pertaining to organization owned by the State.
the organization. ; the individual members.
 - How many of these animals are fit mounts.
 - How many of the animals are fit for draft service, under field conditions.
 - Were the Government animals issued to this organization used only for the purposes
for which they are intended.
- (Page 4, Field Inspection Report.)

Allowance for Subsistence. And the enlisted men of such National Guard while so engaged shall be entitled to the same * * * * subsistence * * * * as enlisted men of corresponding grade of the Regular Army are or hereafter may be entitled by law (Sec. 94, Nat. Def. Act.)

Determination of Money Value of Ration. Paragraph 1205 Army Regulations gives the component parts of the Regular Army garrison ration.

Paragraph 1220 Army Regulations modified by Changes No. 95, October 9, 1919, gives the various allowances of rations.

Paragraph 1221 Army Regulations shows the method of computing cost of ration at any locality.

Report on Subsistence. The inspector will report on the following:

Messing:

Kind of rations.

System of issue of rations.

Preparation of rations.

Cooks (enlisted or not, and whether efficient.)

Mess sergeants (efficiency and degree of instruction) provision made for instruction.

Sufficiency of ration.

(Field Inspection Report.)

Field Inspection at Camp. Field inspections will be made annually by officers of the Regular Army under the direction of department commanders in the course of such encampments, maneuvers, or field or coast defense exercises as may be authorized by the Secretary of War.

No formal field inspection is required. The reports will be prepared on prescribed forms from notes made during the field service.

The necessary investigation, which will include the fitness and sufficiency of uniform and equipment of organizations and the degree of care bestowed upon Federal property, will be made in a manner that will cause a minimum of interference with the regular schedule of instruction. The reports will be prepared on prescribed forms from notes made during the field service. (Par. 531, N. G. R., '22.)

Tactical inspection is a function of command. Under this heading are included all inspections of a military command for the purpose of ascertaining and furthering:

(a) The efficiency of military instruction.

(b) The military efficiency of units.

(c) The military efficiency of officers.

(d) The preparation and readiness of a command for active field service. (Par. 530, N. G. R., '22.)

Field Inspection Report. This report will be rendered in duplicate and will be forwarded, securely bound, to the Corps Area Commander. One copy will be retained in the files of the Corps Area and the other forwarded to the Chief of the Militia Bureau with the Corps Area Commander's indorsement indicating the steps which he contemplates taking to remedy the defects noted in the report and making recommendation for measures which require the action of higher authority. (Par. 5, Field Inspection Report.)

Number of Reports. One report in duplicate will be rendered for each unit to which an inspector is especially assigned. The senior inspector on duty with a regiment will report on all units of the regiment to which an inspector has not been especially assigned. All organizations of a regiment will be carried on the "Summary of Attendance" of the report of the senior inspector. (Par. 6, Field Inspection Report.)

Report on Coast Artillery Camps. Each coast defense commander will submit a report of the National Guard coast defense exercises to The Adjutant General of the Army, setting forth his personal observations and recommendations looking to the improvement of future exercises. (Par. 12, G. O., No. 62, W. D., 1921.)

Report on Drill and Instruction. The inspector will indicate the state of the organization in respect to the subjects listed which are ordinarily covered during the armory drill season. The desired information should be obtained through general observation of the organization during its first days in camp.

The different headings will be used for the various branches of the service, so far as they apply. (The word "company" will apply to troop and battery; "battalion" will apply to squadron.)

Having indicated the condition of the organization upon its arrival at the encampment, the inspector will then report on the work accomplished by the organization on the program prescribed by the Corps Area Commander.

He will indicate:

- (a) State of organization upon arrival in camp.
- (b) Progress made during camp, in respect to:—
 - General condition of arms, uniforms, and equipment.
 - Personal hygiene; care of feet; first aid.
 - Observance of military courtesy.
 - Instruction in guard duty.
 - Setting-up exercises; marching.
 - Pitching shelter tents; making camp.
 - Whistle and arm signals.
 - Bayonet training; combat practice.
 - Saber exercises (Cavalry).
 - Instruction in school of the soldier; school of the squad.
 - Instruction of platoon and company in close order.
 - Instruction of squad, platoon, and company in extended order.
 - Instruction in battalion close and extended order.
 - Target practice; preliminary work, gallery practice, and range firing.
 - Musketry training for squad, platoon and company, involving duties of leaders and distribution, direction, and control of fire.
 - Machine-gun training.
 - Pistol practice.
 - Automatic rifle practice.
 - Rifle grenade practice.
 - Field engineering, especially trench work.
 - Maneuvers or similar exercises.

NOTE. — The program followed during the encampment should be inserted here, together with full comments by the inspector.

The following points should be observed:

- (a) Degree of improvement shown by organization as a result of following the encampment program.
- (b) Suitability of program based on the experience during the encampment.
- (c) Recommendations as to changes believed to be desirable in the program for the next encampment.
- (d) Recommendations concerning the character of armory training believed to be desirable for the period following the encampment. (Pages 5, 6, 7, 8, Field Inspection Report.)

Field Report on Discipline. The Inspector will report on the following:

Control of officers and non-commissioned officers over enlisted men:

In camp and at drill — disciplinary.

On field work — leaders.

Assembly for drill and instruction:

Promptness — Orderliness.

Reveille:

Attendance of officers and men.

Promptness — Completeness of uniform — Observance of taps.

Conduct of men in and out of camp.

Is uniform worn properly and do men present a military appearance.

Is there any marked organization esprit.

(Pages 9, 10, Field Inspection Report.)

Report on Arms, Uniforms, and Equipment. Condition and sufficiency of arms, uniforms, and equipment, with remarks as to care by individuals and by organization. Any real deficiencies should be noted. (Page 10, Field Inspection Report.)

Report on Camp Administration. General condition of tents; General police:

Camp, tents, mess tents, and kitchens. Latrines (system used) Picket line — Garbage disposal (system used.)

Records:

Completeness — Legibility — Accuracy — Instruction in keeping of — General remarks on administration.

(Page 11, Field Inspection Report.)

Inspectors for Camp Inspection. Of the officers sent to attend encampments, maneuvers, or field or coast-defense exercises, including instructors regularly detailed with the National Guard, as many will be assigned by Corps Area commanders to make the field inspections as may be necessary, the number usually not to exceed one for each battalion. When practicable, officers will be assigned to their own arms of the service for inspection duty. Reports of field inspections will be made on the prescribed forms and forwarded to the Chief of the Militia Bureau through department commanders. (Par. 462, N. G. R., '22.)

Duties of Inspectors. The inspector will also be an instructor. All errors, defects, or irregularities noted will be promptly reported to the commanding officer of the organization, with recommendations as to methods of correction.

The attitude of the inspector should be that of an enthusiastic, willing, and encouraging helper, with the added duty of a friendly critic. (Par. 3, Field Inspection Report.)

Muster a Prerequisite of Camp Pay. Each command must be mustered for pay as provided in paragraph 689, National Guard Regulations. (Par. 468, N. G. R., '22.)

Time of Muster. The muster and inspection prescribed herein will be made as near as practicable at the close of the joint encampment, maneuvers, or exercises, and at a time that will interfere as little as possible with execution of the program of instruction. (Par. 690, N. G. R., '22.)

Report of Absentees from Camp. The Commanding Officer of each company, troop, battery, or detachment will determine prior to leaving his home station for camp the cause of absence of any member of his command, and after arrival in camp will submit to the Instructor assigned to duty with his unit for inclusion in the latter's report a detailed list of absentees, showing the cause of absence of each member of the organization carried thereon. (Cir. Letter M. B., No. 11, 1920.)

Attendance of State Staff Officers. Officers of the National Guard not belonging to organizations attending maneuvers may be assigned to duties of grades corresponding to those held by them, respectively, to fill vacancies which may exist temporarily in such organizations, and may be paid the pay due their grade from Federal funds for the performance of such duties. They shall be entered on pay rolls, in red ink, after the roll proper, and reported as "attached" (Par. 467, N. G. R., '22.)

Helpers and Caretakers to Camp. Helpers paid from Federal funds to care for animals or material, will be sent to camps with the animals or material of their organizations. While attending such camps helpers will be entitled only to their camp pay. (See Cir. Let. No. 42, M. B., May 15, 1922.) (Par. 955, N. G. R., '22.)

Leaves of Absence for Certain Government Employees. All officers and employees of the United States and of the District of Columbia who shall be members of the National Guard shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provision of this Act. (Sec. 80, National Defense Act.)

Reservists may be Enlisted for Camp. Assigned reservists may be enlisted in organizations of the National Guard which attain an active maintenance strength of sixty-five. The maximum number of such enlisted assigned reservists must not exceed the number of active members of each organization. (Par. 2, Cir. Letter M. B., No. 31, 1921.)

Assigned Reservists Brought to Camp. In cases where assigned reservists are brought to camp with the organization, the maximum number of such assigned reservists in each organization is limited to the corresponding number of active members in that organization. (Par. 4, Letter, M. B., No. 31, 1921.)

Report of Attendance at Camp. For each organization and subdivision thereof, the report of attendance will show the following items. (Page 3, Field Inspection Report.)

Present at Camp.		Absent from Camp.		Present and Absent.			Average Number Actually Present at Drills and Maneuvers.		Present in Camp.
Offi- cers.	Enlisted men.	Offi- cers.	Enlisted men.	Offi- cers.	Enlisted men.	Total.	Offi- cers.	Enlisted men.	Animals.

Report of Absentees from Drill. When an average of over 15 per cent of total present in camp is absent from drills or exercise, inquiry will be made as to the cause of this condition and findings will be stated here: (Page 4, Field Inspection Report.)

The Inspector also Reports. Absenteeism from drill and instruction:

What degree due to administration
What degree due to other causes

Previous Experience and Service.

The Inspector will report on:
Number present who have had service in the United States Army since April 6, 1917:
Officers; Enlisted men.
Number present who were transferred from other organizations within six months preceding encampment: Officers; Enlisted men.
Number present who have attended camp with other organizations during current calendar year: Officers; Enlisted men. (Page 4, Field Inspection Report.)
.....

Character of enlisted personnel. Give general description of marked physical, mental, or moral qualities; nature of occupation; or other items enlightening as to the human make-up of the organization. (Page 10, Field Inspection Report.)
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.....

Prescribed Strength of Organizations. Those organizations of the National Guard (similar to the organizations in the Regular Army) which have a prescribed enlisted strength greater than sixty-five must secure by July 1 at least sixty-five active enlisted men. Other organizations of the National Guard must be maintained at the strength prescribed for similar units in the Regular Army. (Cir. Letter No. 31, M. B., 1921.)

While the above policy establishes a minimum peace active strength of 65 for companies and corresponding units of the National Guard, every effort should be made to encourage the maintenance of such units at the peace strength prescribed for the Regular Army in Tables of Organization. (Cir. Letter No. 48, M. B., 1921.)

Strength of Organizations. Efforts should be made to increase the enlisted strength of all new organizations from the authorized recognition strength of 50 to 65, within six months of the date of Federal recognition. (Letter, C. M. B., Jan. 13, 1922.)

Organization of Units. The inspector will inquire and report whether the organization conforms to the published tables of organization and state items of nonconformity (Page 4, Field Inspection Report.)

Assigned Reservists. It is especially desired that all National Guard organizations may participate in the annual period of field instruction with the maximum strength of assigned enlisted reservists. (Par. 2, Cir. Let. 76, M. B., 1920.)

E — 2. ENCAMPMENT PAY

Dates for which Pay is Due. When any portion of the National Guard shall participate in encampments, maneuvers, or other exercises, including outdoor target practice, for field or coast-defense instruction, under the provisions of this Act, it may, after being duly mustered, be paid at any time after such muster for the period from the date of leaving the home rendezvous to date of return thereto as determined in advance, both dates inclusive; and such payment, if otherwise correct, shall pass to the credit of the disbursing officer making the same. (Sec. 98, Nat. Def. Act.)

Muster for Camp Pay Mandatory. Before pay is allowed, the men must be duly mustered. (Par. 689, N. G. R., '22.)

Credit for Attendance at Camp.

(d) Officers, warrant officers, and enlisted men shall not receive pay unless the period of actual military duty, travel, and training participated in by each officer, warrant officer, and enlisted man on each day on which he shall be credited as having been present, and the character of the training engaged in, shall be such as may be prescribed by the Secretary of War for field training. In order to receive credit for attendance, all enlisted men present, except cooks, kitchen police, company clerks, noncommissioned officers in charge of quarters or camp, those on sick report, and in arrest, must actually participate in the maneuvers, target practice, or other exercises. (Par. 932 N. G. R., '22.)

Changes in Regulations. Attention is invited to the fact that the provision requiring sixty days' previous service and fourteen drill periods of one and one-half hours each before a National Guardsman is entitled to pay for attending field training, has been removed. (Cir. Letter No. 64, M. B., 1920.)

Verification of Attendance at Drills. Unless otherwise directed by department commanders, it shall be the duty of the instructor or other regular officer detailed as instructor at such camps to verify the attendance in his organization at each day's duties and to report to the senior instructor the attendance of officers and enlisted men with the character of instruction pursued and the time devoted to the exercises prescribed in the approved program of instruction. (Par. 464, N. G. R., '22.)

Qualifications for Pay. The pay rolls will have entered opposite the name of each enlisted man the date of his enlistment, and no enlisted man will be mustered for pay who is not a bona fide member of the company, troop, battery of detachment, in which paid.

In order to entitle any member of the organization to pay, the requirements as to average attendance, laid down in paragraph 932,(b) must be fulfilled. (Par. 689, N. G. R., '22.)

(The pay rolls should show date of Federal recognition of each officer.)

Field Training a Requisite for Pay. May an organization of the National Guard be considered as having qualified during a calendar year to receive any part of the compensation provided by the act of June 3, 1916, if that organization shall have failed to participate in encampments, maneuvers, or other exercises, including outdoor target practice, at least fifteen days in training for that calendar year, the Secretary of War not having excused the organization from such participation?

I am of the opinion, therefore, that questions (a) and (b) should be answered in the affirmative. Such is the view also of the Judge Advocate General of the Army and with it I agree. (Decision of the Comptroller July 26, 1917.)

Qualification of Enlisted Men for Camp Pay. All enlisted men attending field training for not less than one half of the full training period will receive pay and subsistence for each day of attendance, and transportation. (Par. 3, Cir. Letter, M. B., No. 31, 1921.)

Qualification of Officers for Camp Pay. The pay of officers will depend upon the numerical strength of the enlisted men in their respective organizations who attend field training as follows:

(a) In those organizations of the National Guard which are not required to maintain a strength of at least sixty-five active members, sixty per cent of the actual required enlisted strength must attend field training for the officers to receive pay.

(b) For those organizations of the National Guard which must maintain a strength of at least sixty-five active members, the officers will receive pay if sixty per cent of sixty-five active members attend field training, i.e., thirty-nine active enlisted members. 3. At least 50 per cent of the actual commissioned strength must attend. (Par. 932, N. G. R., '22.)

Regular Army Rates of Pay. The National Guard of a State engaging in actual field or camp service for instruction is entitled to receive the same pay to which officers and enlisted men of the Regular Army are entitled by law, and it is therefore beyond the power of the War Department to authorize payments of any other rates from appropriations provided by Congress for the National Guard. (Par. 684, N. G. R., '22.)

Same as Regular Army Allowances. The officers and enlisted men of the National Guard while engaged in encampments, maneuvers, or other exercises, including outdoor target practice, for field or coast defense instruction shall be entitled to the same pay, subsistence and transportation as officers and enlisted men of corresponding grades of the Regular Army are or hereafter may be entitled by law. (Sec. 94, N. D. A.)

Officers and enlisted men of the National Guard attending camps for the instruction of officers and enlisted men prescribed by the Secretary of War shall be entitled to pay and transportation and enlisted men to subsistence in addition, at the same rates as for encampment for field exercises or coast defense instruction. (Sec. 97, N. D. A.)

No Pay During Leave from Camp. An officer or enlisted man of the National Guard is entitled to pay only when on duty, and not while on leave, during the period of encampment of the National Guard of which he is a member. (Par. 685, N. G. R., '22.)

Pay for 31st of a Month. Officers and enlisted men serving as provided in sections 94 and 97 of The National Defense Act, are entitled to be paid for the actual number of days they are engaged in service at the same rates of pay as officers and enlisted men of the corresponding grades of the Regular Army. The act of March 2, 1903, defining division of yearly time and computation for fractional parts of months is limited in its application to payments made to the Regular Army. (See Decision of Comptroller, Oct. 30, 1903.) (Par. 689, N. G. R., '22.)

No Increase in Pay for Previous Service. In computing pay previous service in the regular or volunteer forces of the United States is not to be considered. (Decision of Comptroller August 20, 1903). Previous service in the Organized Militia or National Guard shall not be counted. (Par. 689, N. G. R., '22.)

Must Attend one-half Number of Days. No officer or enlisted man shall receive pay for attendance at such encampment, maneuver, or exercise unless he shall have been present and participated during at least one-half of the number of days authorized for attendance of the organization to which such officer or enlisted man belongs. (Par. 932, N. G. R., '22.)

Entry of Names on Payroll. No man's name should be entered on a pay roll covering encampments or maneuvers, etc., unless he shall have previously subscribed to the oath required by sections 70 and 73 of the National Defense Act. (Par. 688, N. G. R., '22.)

NOTE. — This is covered by the certificate on first page of the roll.

Collection of Fines During Camp. If a National Guard force is encamped under the provisions of sections 94 and 97 of the National Defense Act, and fines are imposed by a court-martial for derelictions of duty, the amounts of such fines should be entered on the pay rolls; the officer paying the troops should deduct the amounts of the fines from the pay of the men. (Par. 687, N. G. R., '22.)

Inoculation and Vaccination. The Inspector will inquire as to following:—

Was each officer and enlisted man of the unit examined by a medical officer of the Regular Army or National Guard, or a civilian doctor, in accordance with the standards prescribed for the Regular Army.

How many members of the organization present in camp have received the complete antityphoid inoculation. (Page 4, Field Inspection Report.)

Care of Sick. National Guard organizations will make their own provision for the treatment of their sick, except that men sufficiently ill to require treatment in bed may be sent home or be cared for in the post hospital, as may be deemed best by the senior medical officer of the organization to which the patient belongs. (Par. 13, G. O., No. 59, W. D., 1917.)

Admission to Hospitals. Officers and enlisted men of the National Guard while attending national rifle matches of joint camps of instruction may be admitted to hospitals of the Army on the approval, respectively, of the executive officer of the national matches or the commanding officer of the joint camp of instruction. For subsistence medical charges in above case, see paragraphs 693 and 694. (Par. 472, N. G. R., '22.)

Hospital Charges during Sickness or Injury. Officers and enlisted men of the Federally recognized National Guard who, while participating in authorized encampments, become ill or injured from cause not due to their misconduct, may be sent, upon recommendation of medical officers, approved by competent administrative authorities of the organization, to civilian or private hospitals for care and treatment, and the resulting charges paid from Federal funds appropriated for the National Guard (provided sufficient funds are available): Provided, however, that it be impracticable to send such cases to a government hospital for treatment and that the nature of the illness or injury is such that, with the means and equipment prescribed for the organization attending the encampment the officers and men referred to cannot be given proper care and treatment by the encampment; Provided further, that expenses of the nature referred to, so far as Federal funds are concerned, are limited to the period of the encampment, the law not authorizing medical care and treatment at public expense in a civilian or private hospital after the date that the encampment officially ends (see Dec. Compt. Treasury, Jan. 19, 1921.) Charges of civilian or private hospitals under the provisions of this paragraph may, if such services are rendered necessary by the circumstances, include room fees, subsistence charges (for enlisted men only), medicines, special nurses, operating room fees, anesthetics, surgical fees, and professional service fees, but all vouchers in payment of such charges must be submitted to and approved by the Militia Bureau before payment is made. Such vouchers will not be approved by the Militia Bureau unless it appears that the charges were actually necessary and reasonable, and that precaution was taken by those responsible to see the necessary services were obtained to the best financial advantage of the government. Cir. Let. No. 23, M. B., March 24, 1921.)

Claims for Damages During Camp. Claims for damages done to crops during a State encampment do not constitute a lawful charge against the allotment of the State under section 67 National Defense Act, unless before the encampment and maneuvers are held and the grounds are occupied, a lease has been executed providing for the placing of the leased premises in the same condition in which they were at the beginning of the encampment and maneuvers, charging the State with the cost of such restoration. In case such lease is made the claims can be paid not as damage cases, but as claims arising in the execution of a contractual obligation. The extent of the damages should be ascertained by a board of award consisting of three persons, one selected by the State, one by the lessor, and the third by these two. Payment of the amount due to the lessor should be made on Form No. 330, War Department, and the report of the board should be attached thereto as a subvoucher. Such payments when authorized will be made by the property and disbursing officer in the State. (Par. 679, N. G. R., '22.)

Damages May be Paid from Federal Funds. The appropriation under Section 67, National Defense Act, is properly chargeable with claims for damages done property during joint encampments of State and Regular troops, if it shall appear that the damage was caused by the movement of the troops as a whole and not by the act of an individual. Where unexpected movements necessitate the entering of a demesne not covered by lease the property so occupied is occupied subject to the rights of the owners of the land, and the law implies a contract to pay rent to those owning the premises so used. (See Decision of Comptroller, Mar. 10, 1909.) (Par. 680, N. G. R., '22.)

Claims must be Presented to State Authorities. Claim for damages on account of injuries sustained during participation in encampments, maneuvers, or other outdoor exercises can not be adjusted by the War Department, and should be presented to the State in whose service the parties were when the injuries were received. (See Decision War Department, Feb. 15, 1904.) (Par. 681, N. G. R., '22.)

E — 3. ENCAMPMENT PAY ROLLS

Preparation of Pay Rolls. Pay Rolls on War Department forms 367 and 367a will be prepared in triplicate in accordance with the "Instructions" contained on the front cover page. The original and duplicate copies will be submitted to the Regular Army mustering officer on duty with the National Guard of the State, as soon as practicable after the muster. The triplicate copy will be retained in the organization records. (Par. 917, N. G. R., '22.)

Record of Attendance. Will be verified from the muster and other inspections of the mustering officer.

Names to be entered on Roll. Same directions and instructions as for Armory Pay rolls. (See page 317.)

Names of Members of Organization Only. The pay roll should contain the name of every officer and soldier who during the time included from the start from company armory to return thereto, has been a bona fide member of the organization, either active or reserve, whether he is entitled to pay or not, and the remarks in each case will be complete.

The pay rolls will not show the names of any individuals who ceased to belong to the organization prior to the hour of assembly for the tour of camp duty.

Men Discharged During Period of Pay Roll. Names of men discharged or transferred during the encampment period will be carried at the end of the roll with appropriate remarks and in case of discharge the character of discharge will be noted.

Discharged Men Reenlisted during Camp. The names of men who are discharged during the period covered by the roll and who re-enlist in the organization will be carried in the body of the roll only.

Abbreviations. An authorized list of abbreviations is given under Armory pay rolls on page 318.

Certificates Required on Rolls. Above the certificates on first page of Form 367 will be written "National Guard, State of (write name of State)." The certificate on the upper left-hand corner on first page of Form 367 will be signed on all three copies by the officers submitting the pay rolls, and spaces (b) and (c) filled out by addition of dates. (Instructions on Pay Roll Form.)

The Muster Certificate will be signed for camp pay on all three rolls by the officer of the Regular Army designated to make the muster. (Instructions on Pay Roll Form.)

The Certificates for Cash payment in the upper right hand of the cover page will be filled in and signed after cash payment, by the organization commander or other officer witnessing the payment. The upper certificate will be signed only on the original copy, the lower certificate on the duplicate copies of the roll. (Instructions on Pay Roll Form.)

In case State payments are made on the same roll, four copies will be prepared, and two will be signed by those receiving cash.

Signing of Rolls. Only one copy will be signed, and when carbon copies are made the original will always be the copy to be signed. The roll to be signed will always be completed and fastened together before being signed. When it is known that payment is to be made by check none of the rolls will be signed. Only those who are to be paid will sign the roll; those who for any reason are not to be paid will not sign; if, however, in such case, the roll be inadvertently signed the signature will be erased. If for any reason a person whose name appears on the pay roll does not sign the roll and is not to be paid by check a line will be drawn through the space intended for his signature. All such linings out should be initialed by the officer who certifies to the correctness of the roll. (Par. 4, Spec. Reg. No. 58, W. D., 1916.)

Ruling Extra Columns. The use of dots and the word "ditto" is prohibited, but when items such as authorized charges due the U. S. are to be made against a sufficiently large number of names, columns may be ruled therefor in the space under "Remarks." (Par. 8, Spec. Reg. No. 58, W. D., 1916.)

PAY ROLL OF Company "A" 1st Inf. E. F. N. G. from Aug. 16, 1922, to August 30, 1922
(Organization) (Regiment, or Corps.)

NAMES, PRESENT AND ABSENT, AND RANK (Place Christian name of privates last; of all others first.)		DATE OF ENLISTMENT OR RANK OF OFFICER	Enter for: (a) Officers, date of Federal recog- nition; (b) Enlisted men, date of qualifi- cation.	No. YEARS SERVED	REMARKS Enter in this column all remarks affecting an officer's or enlisted man's pay opposite his name as outlined in paragraph 3 of W.D. Form 367 b. Make no entries that do not concern current period. See explanatory Note No. 5 on cover sheet.					
(1)		(2)	(3)	(4)	(5)					
In the case of officers there should be entered in column of "Remarks" a separate statement opposite their names to the effect that the number of drills credited in proper columns are only the number, at each of which the required 50% of the actual commissioned strength and 60% of the actual enlisted strength attended.					PRESENT	ABSENT	PAID	NOT PAID	REMARKS	
					DRILL	ABSENT	STRENGTH	COMMISSION	REMARKS	
<u>Captain</u>										
1	John Smith	Nov 20/20	Nov 20/20	1						
<u>First Lieutenant</u>										
3	George E. Loop	Nov 25/21	Nov 25/21	0	Absent with leave 4 days Aug 16-19/22 RSO 20 Aug 14/22.					
<u>2nd Lieutenant</u>										
5	Frank Finch	Dec 3/21	Dec 3/21	0						
<u>1st Sergeant</u>										
7	Joseph E. Crump	Jun 6/20	Nov 20/20	2						
<u>Sergeants</u>										
9	Elmer Johnson (Mesa)	Jul 5/20	Nov 20/20	2						
10	Vincent O. Hart	Sep 9/20	Nov 20/20	1	Absent on fur 3 days Aug. 20-22/22 RSO 25 Aug. 19/22.					
11	****	**	**	*	*****	*****	*****	*****	*****	*****
<u>Corporals</u>										
13	Henry W. Jones	Dec 12/20	Dec 12/20	1						
14	****	**	**	*	*****	*****	*****	*****	*****	*****
<u>Privates 1st Class</u>										
16	Abern, Roscoe B.	Jun 6/21	Jun 6/21	1	Awol 3 days Aug. 21-23/22					
17	Baker, Albert E. (Mesa)	Jan 4/21	Jan 4/21	1						
18	****	**	**	*	*****	*****	*****	*****	*****	*****
<u>Privates</u>										
20	Acton, Richard B.	Feb 2/22	Feb 2/22	0	Awol 3 days Aug 16-20/22. Forfeit 3 days pay Sent SC Aug 25/22.					
21	****	**	**	*	*****	*****	*****	*****	*****	*****
22	Drake, Donald (Cook, 1st)	Feb 6/21	Feb 6/21	1	Due US Ord \$ 1.25					
23	****	**	**	*	*****	*****	*****	*****	*****	*****
24	Kendall, Herman	Apr. 2/21	Apr. 2/21	1						
25	Law, Fred (Auto Rifleman)	May 4/21	May 4/21	1						
	****	**	**	*	*****	*****	*****	*****	*****	*****

WE, THE SUBSCRIBERS, severally certify in signing our names to our respective accounts stated below, that they are correct, and we severally acknowledge to have received of Maj. R.O. Watts, USP&O, F. I. the sums set opposite our respective names, in cash where so noted, in full payment for our services.

No. OF (OR DAYS) PAY DUE CURRENT PERIOD (6)	No. OF DRAWS PAID FOR IN PREVIOUS PERIOD OR PERIODS (7)	TOTAL No. OF DRAWS ACCREDITED FOR PAY (8)	U. S. PAY DUE (9)	STATE PAY DUE (10)	TOTAL AMOUNT DUE (11)	AMOUNT OF STOWAGES (12)	BALANCE PAID (13)	SIGNATURES FOR CASE AND NOTATIONS OF CHECK PAYMENTS (Do not sign in duplicate except where roll includes both State and United States pay.) (14)
15								1 John Smith
								2
11								3 George E. Loop
								4
15								5 Frank Finch
								6
15								7 Joseph E. Grump
								8
15								9 Edwin Johnson
12								10 Vincent O. Hart
**	**	*	**	*	*	*	*	11* * * * *
								12
15								13 Henry N. Jones
*	*	*	*	*	*	*	*	14* * * * *
								15
12								16 Roscoe B. Ahern
15								17 Albert F. Baker
*	*	*	*	*	*	*	*	18* * * * *
								19
12								20 Richard B. Acton
*	*	*	*	*	*	*	*	21* * * * *
15								22 Donald Drake
*	*	*	*	*	*	*	*	23* * * * *
								24
15								24 Herman Kendall
15								25 Fred Law

F. TARGET PRACTICE AND COMPETITIONS

Camps for Target Practice. Outdoor target practice is included under the classification of encampments and maneuvers in section 92, act of June 3, 1916. Outdoor target practice must therefore be in the nature of camps of instruction under canvas or in cantonments to be credited as part of the 15 days in training required by the act, or to entitle the members of the National Guard to pay, transportation, and subsistence. (Par. 473, N. G. R., '22.)

Authority for Company Practice. Application for authority to hold target practice camps, or attend rifle matches with Federal pay, transportation and subsistence (for enlisted) will be made to the Adjutant General of the State, and will include an estimate of cost of all expenses.

Target Practice as Armory Drill. (e) Credit for not to exceed one assembly for armory drill in any one week and not to exceed eight such credits in any one calendar year may be given to a soldier for participation in target practice on a rifle range, provided that the target practice shall be supervised by a commissioned officer, and that not less than 8 enlisted men of the same company, troop, or battery shall be present and engage in target practice for a continuous period of not less than 1½ hours, and provided further that the above provisions shall not apply to camps of instruction for field training or for camps for rifle practice. (Par. 928(k), N. G. R., '22.)

Conduct of Practice.

All Small-Arms Target Practice will be conducted in accordance with the provisions of "Rifle Marksmanship" and "Pistol Marksmanship" and other regulations of the War Department. The expenditure of ammunition issued by the Federal Government, for purposes other than those authorized in "Rifle Marksmanship" and "Pistol Marksmanship" and other regulations of the War Department, is prohibited. (Par. 474, N. G. R., '22.)

Supervision of Practice. All practice must be conducted under the immediate supervision of a commissioned officer of the National Guard, who shall be responsible that the requirements of the regulations are complied with. (Par. 475, N. G. R., '22.)

Allowance of Small Arms Ammunition. The National Guard allowance for small-arms ammunition will be found on page 178, this volume under the chapter of allowances.

Who Will Fire. All enlisted men armed with the rifle will be required to fire the courses prescribed in paragraph 102 (as amended) of "Rifle Marksmanship." All enlisted men in companies wherein 50 per cent of the enlisted personnel is armed with the rifle will be required to fire. All officers of less than 15 years commissioned and enlisted service, or duty with troops required to fire, will fire with their organizations.

Cooks belonging to organizations armed with the rifle will fire.

All officers, other than those of the Medical Corps, Dental Corps, Veterinary Corps, and chaplains, are authorized, but not required, to fire any course. Officers may qualify for insignia, but not for pay.

All enlisted men, except bandsmen, of Infantry, Cavalry, and Engineer regiments and of the Coast Artillery Corps, not included under paragraph 1102 (as amended) of "Rifle Marksmanship" are authorized but not required to fire.

All enlisted men of staff departments and of staff corps are authorized but not required to fire.

Officers and enlisted men authorized but not required to fire, and who are not on duty with a company or troop which takes target practice, will, if they fire, be attached to organizations for practice and will be classified on the report of the organization to which so attached.

Upon the recommendation of a surgeon, a company or higher commander may excuse officers and men from practice. (Par. 477, N. G. R., '22.)

Who Will Fire and Who is Authorized to Fire. The following tabulation shows in detail the organizations which will fire and the courses they will follow unless a suitable range for Course "A" is not available, in which case the Militia Bureau may grant permission to fire Course "B" or Course "C," as provided for in paragraph 103, "Rifle Marksmanship."

<i>Unit</i>	<i>Required to Fire</i>	<i>Authorized to Fire</i>	<i>Course</i>	<i>Remarks</i>
Division Headquarters		Yes	B	Those armed with rifle
Headquarters and Military Police, Infantry Div.		Yes	B	Those armed with rifle
Ordnance Co., (Maintenance)	Yes		B	All
Brigade Hdqrs., Tr.	Yes		B	All
Regimental Hdqrs. Co., (or Tr.)		Yes	A	All
Service Co., (except Band)	Yes		A	All
Battalion Hdqrs. Company	Yes		A	All
Infantry Co., (Rifle) or Tr.	Yes		A	All
Hdqrs. and Service Platoon (Engineer)	Yes		A	All
Engineer Company	Yes		A	All
Motor Transport Co., (Q. M. C.)	Yes		B	All
Wagon Company, Infantry Div.	Yes		B	All
Cavalry Machine-Gun Squadron		Yes	B	All
Cavalry Div. Train (Q. M. C.)	Yes		B	All
Ordnance Co., (Heavy Maintenance)	Yes		B	All
Ordnance Co., (Ammunition)	Yes		B	All
Ordnance Co., (Training)	Yes		B	All
Ordnance Co., (Depot)	Yes		B	All
Ordnance Co., (Hdqrs.)		Yes	B	Those armed with rifle
Headquarters (Balloon Group)		Yes	B	Those armed with rifle
Balloon Company	Yes		B	All
Coast Defense Balloon Co.	Yes		B	All
Airship Company	Yes		B	All
Division Train Cavalry Div. (Q. M. C.)	Yes		B	All
Airship School	Yes		B	All
Balloon School	Yes		B	All
Cavalry Machine-Gun Hdqrs. and Hdqrs. Det.		Yes	B	All
		Yes	B	All

(Cir. Let. No. 45, M. B., July 6, 1921.)

Who Will Fire Course "A" or "C." All organizations armed with the rifle as a weapon of offensive combat will fire Course "A," and the enlisted men thereof will be entitled to insignia and during field training to extra pay for qualification as expert rifleman, sharpshooter, and marksman. This class includes Infantry, Cavalry and the personnel of the various staff corps authorized to fire. When a suitable range for that course is not available the Militia Bureau may grant permission to fire Course "B" or Course "C".

Report of target firing shall be forwarded to the Chief, Militia Bureau, as soon after the close of the practice season as practicable, but not later than March 31, of the following year.

All organizations armed with the rifle primarily as a weapon of defense will fire Course "B," and the enlisted men thereof will be entitled to insignia and, during field training, to extra pay for qualification as sharpshooter and marksman. This class includes headquarters troops, military police, Motor Transport companies, balloon and airship companies of the Air Service, and miscellaneous individuals armed with the rifle. (Par. 478, N. G. R., '22.)

Who Will Fire Course "B." All organizations who are armed with the rifle, but whose main function is the service of weapons other than the rifle, and in whose branch of service pay is allowed for qualification with their principal weapons, will fire Course "B," and the enlisted men thereof will be entitled to insignia but not to pay for qualifications as sharpshooter and marksman. (Par. 478, N. G. R., '22.)

Who Will Fire Course "D." The Coast Artillery Corps will fire Course "D." Additional pay is not allowed for qualification as expert rifleman, sharpshooter and marksman, Course "D," but will be allowed to those enlisted men, Coast Artillery Corps, who qualify as above in firing Course "A". (Par. 478, N. G. R., '22.)

Records and Reports of Target Firing. Small arms practice will be recorded on the prescribed forms. The annual report of small-arms firing rendered by the Adjutant General of the States should show the consolidated reports of regiments and separate organizations of Infantry, Cavalry and Engineers in rifle and pistol practice, pistol practice for Field Artillery, and pistol practice and rifle practice Course "D" for Coast Artillery. (Par. 479, N. G. R., '22.)

Small arms practice will be recorded on the following United States forms:—

- No. 304, A. G. O., Course A, Individual Rifle Record.
- No. 410, A. G. O., Course B, Individual Rifle Record.
- No. 304,¹ A. G. O., Course D, Individual Rifle Record.
- No. 305, A. G. O., Individual Pistol Record.
- No. 307, A. G. O., Report of Individual Classification, Rifle.
- No. 308, A. G. O., Report of Individual Classification, Pistol.
- No. 506, A. G. O., Consolidated Regimental Report of Rifle firing.
- No. 15 (15a) M. B., Consolidated Regimental Report of small arms firing.

The Company record of rifle marksmanship consists of the original score cards tabulated at the firing point during record practice. These score cards will be retained with the company records for one year, or until the end of the next regular practice season, when they will be disposed of in accordance with regulations. The scores in record practice, and in qualification of enlisted men, will be transcribed to their Service Records under the supervision of the company commander.

National Trophy Award. The figure of merit for the National trophy awarded annually by the War Department will be computed by multiplying.

- | | |
|---|---------|
| (a) The number of expert riflemen | by 1.00 |
| (b) The number of sharpshooters | by .85 |
| (c) The number of marksmen | by .75 |

And adding the products thus obtained. (Par. 493, N. G. R., '22.)

¹Until Course D form is issued.

Courses for National Guard. National Guard organizations will fire Course A, unless a suitable range for that course is not available, in which case the Militia Bureau may grant permission to fire Course B or Course C. A report of target firing shall be forwarded to the Chief of the Militia Bureau as soon after the close of the practice season as practicable, but not later than March 31 of the following year. (Par. 103, Rifle Marksmanship, W. D. Doc., 1021.)

COURSE A Instruction Practice

TABLE I.—Slow Fire.

Range	Time	Shots	Target	Position
200	No limit	10	A	Prone with sandbag.
300	Do	10	A	Do
500	Do	10	B	Do
600	Do	10	B	Do

TABLE II.—Slow Fire — To be Fired Twice.

Range	Time	Shots	Target	Position
200	No limit	10	A	Prone without sandbag.
300	Do	10	A	Do
500	Do	10	B	Do
600	Do	10	B	Do

¹ Two sighting shots (2 s. s.) will be fired at 600 yards.

TABLE III.—Slow Fire.

Range	Time	Shots	Target	Position
300	No limit	10	A	Sitting.
300	Do	10	A	Kneeling.
200	Do	10	A	Standing.

TABLE IV.—Rapid Fire.

Range	Time	Shots	Target	Position
200	1 minute	10	D	Sitting or kneeling from standing.
300	1 minute, 10 seconds ..	10	D	Prone from standing.
500	1 minute, 20 seconds ..	10	D	Prone.

Each 10 shots in Table IV are to be fired in two scores of two clips each, the clips in each case to contain range dummies and loaded cartridges mixed. After Tables I, II, III, and IV have been fired such additional practice will be held as time and ammunition allowance will permit. It is best to alternate slow and rapid fire at the ranges and in the positions laid down for the record course. Usually more rapid-fire practice is needed than slow-fire practice.

The firing of rapid-fire scores with mixed range dummies will not be limited to the first time over the course. This form of practice is excellent training and should be carried on until a few days before firing the record course. It is good instruction to precede each full score of 10 loaded cartridges by a score of two clips in which 5 range dummies and 5 loaded cartridges are mixed.

The instruction practice prescribed in Tables I, II, III, and IV need not be followed rigidly when unusual local conditions make a change advisable in the opinion of the officer in charge of the firing. The general plan as outlined in these tables will, however, be followed. (Par. 105, Rifle Marksmanship W. D. Doc., 1021.)

Record Practice
TABLE V.—**Slow Fire.**

Range	Time	Shots	Target	Position
200.....	No limit	10	A	Standing.
300.....	Do	10	B	5 sitting, 5 kneeling.
500.....	Do	10	A	Prone.
600.....	Do	2 s s. ¹ 10	B	Prone with sandbag.

¹ Two sighting shots will be fired at 600 yards.

TABLE VI.—**Rapid Fire.**

Range	Time limit	Shots	Target	Position
200.....	1 minute	10	D	Sitting or kneeling from standing.
300.....	1 minute, 10 seconds .	10	D	Prone from standing.
500.....	1 minute, 20 seconds .	10	D	Prone.

Qualification. All, who make 293 or over on the record course are qualified as expert riflemen, 275 or over as sharpshooters, 240 or over as marksmen. All who make under 240 are classed as unqualified.

The qualification as expert rifleman, sharpshooter, marksman is held for one year.

Recruits and men who did not fire in the regular season's practice but who fire in the supplementary season hold the qualification attained for one year, unless they increase their qualification during the next regular season's practice.

Qualification increased in the regular season's practice goes into effect on the date on which made, as does also qualification equal to that already held.

Decreased qualification made in the regular season's practice takes effect on the date on which the previous qualification expires but remains in effect only for a year from the date on which made.

Any qualification attained after the previous qualification has expired takes effect on the date on which it is made. (Par. 107, Rifle Marksmanship, W. D., Doc. 1021.)

Long Range Practice. After an organization has completed record firing in Course A, men who have qualified as expert rifleman will take the long-range practice.

The course will be fired at least three times, twice as instruction practice and once for record. In order to obtain the maximum instruction in the effects of weather conditions the course will not be fired more than once on any one day. Long-range practice need not be fired during the target practice season, but may be fired at any time before the end of the target year.

Target C — **Slow Fire.**

Range	Shots	Position
800.....	10	Prone
1000.....	10	Prone

Two sighting shots will precede each score of 10 shots.

This practice will be conducted as prescribed for slow fire.

Instruction will be given in the effect of wind, light, and temperature and the value of small changes in elevation and windage at long ranges.

Long-range firing does not effect a soldier's qualification, but a record of the scores made will be included in the company target report.

For engineers this practice will be held at the discretion of the Battalion commander. (Par. 108, Rifle Marksmanship, W. D., Doc. 1021.)

COURSE B

Instruction Practice

TABLE I.— *Slow Fire* — To be fired three times before proceeding with Table II.

Range	Time	Shots	Target	Position
200	No limit	10	A	Prone with sandbag.
200	Do	10	A	Prone.

TABLE II.— *Slow Fire*.

Range	Time	Shots	Target	Position
200	No limit	10	A	Sitting.
200	Do	10	A	Kneeling.
200	Do	10	A	Standing.

TABLE III.— *Rapid Fire*.

Range	Time	Shots	Target	Position
200	1 minute	10	A	Prone.
200	Do	10	A	Sitting.
200	Do	10	A	Kneeling.

Each 10 shots in Table III are to be fired in two scores of two clips each. The clips in each case to contain range dummies and loaded cartridges mixed.

After Tables I, II, and III have been fired, such necessary additional practice will be held as time and ammunition allowance permit.

Record Practice

TABLE IV.— *Slow Fire*.

Range	Time	Shots	Target	Position
200	No limit	10	A	Prone.
200	Do	10	A	5 kneeling, 5 sitting.
200	Do	10	A	Standing.

TABLE V.— *Rapid Fire*.

Range	Time	Shots	Target	Position
200	1 minute	10	A	Prone from standing.
200	Do	10	A	Kneeling or sitting from standing.

Qualification. All making 195 or over are qualified as sharpshooter; all making 175 or over are qualified as marksman.

The badges for qualification in Course B are bronze.

The rules governing record practice in Course B are the same as for Course A.

COURSE C

General Provisions. To be fired by reserve officers' training camp units and civilian rifle clubs where ranges for Courses A or B are not available.

In firing Course C any rifle may be used either with full service or reduced load ammunition, except that palm rests or set triggers are not permitted. Telescopic sights may be used.

The course is the same as Course B except that the range is 100 yards and target L is used.

Any man making 400 or over is qualified as sharpshooter.

Any man making 370 or more is qualified as marksman.

The badges for qualification in Course C are bronze.

With the exception of the arms which may be used, as noted above, the rules governing record practice in Course C are the same as for Courses A and B.

COURSE D

The Coast Artillery Corps will fire Course D (C. R. M., April, 1921).

Instruction Practice

TABLE I.—**Slow Fire — To be Fired Twice.**

Range	Time	Shots	Target	Position
200	No limit	10	A	Prone with sandbag.
300	Do	10	A	Prone with sandbag.

TABLE II.—**Slow Fire — To be Fired Twice.**

Range	Time	Shots	Target	Position
200	No limit	10	A	Prone without sandbag.
300	Do	10	A	Prone without sandbag.

TABLE III.—**Slow Fire.**

Range	Time	Shots	Target	Position
200	No limit	10	A	Standing.
300	Do	10	A	Sitting.
300	Do	10	A	Kneeling.

TABLE IV. — **Rapid Fire.**

Range	Time	Shots	Target	Position
200	1 minute	10	A	Sitting or kneeling from standing.
300	1 minute, 10 seconds .	10	A	Prone from standing.

Each ten shots in Table IV are to be fired in two scores of two clips each, the clips in each case to contain range dummies and loaded cartridges mixed.

After Tables I, II, III, and IV have been fired, such necessary additional practice will be held as time and ammunition allowance permit. (Par. 112a, C. R. M. April, 1921.)

Record Practice

TABLE V.—**Slow Fire.**

Range	Time	Shots	Target	Position
200	No limit	10	A	Standing.
300	Do	10	A	5 sitting, 5 kneeling.
300	Do	10	A	Prone.

TABLE VI.—**Rapid Fire.**

Range	Time	Shots	Target	Position
200	1 minute	10	A	Sitting or kneeling.
300	1 minute, 5 seconds ..	10	A	Sitting or kneeling from standing.
300	1 minute, 10 seconds	10	A	Prone from standing.

Qualification. (Par. 112b C. R. M. April, 1921.)

All who make 251 or over on the record course are qualified as expert riflemen, 236 or over as sharpshooters, 206 or over as marksmen. All who make under 206 are classed as unqualified.

The qualification as expert rifleman, sharpshooter, or marksman is held for one year.

The badges shall be the same as for qualification in Course A. Additional pay is allowed for qualification in Course A only. (Par. 112c C. R. M., April, 1921.)

Insignia. To each officer and soldier qualifying for the first time as expert rifleman, sharpshooter, and marksman, certain insignia, indicating their skill in marksmanship, will

be issued. In case of loss or damage new issue may be made as provided for in Paragraph 118.

Insignia may be worn for one year from the date of qualification or requalification, except that the qualification as expert rifleman once attained, the badge may be worn thereafter.

Officers not required to fire may wear the insignia of last qualification.

The insignia for qualification in Course A are of silver, and for qualification in Courses B and C, of bronze. (Par. 114, Rifle Marksmanship, W. D., Doc. 1021.)

Marksmanship Pin. To the marksman when first qualifying as such, a marksman's pin will be issued. (Par. 115, Rifle Marksmanship, W. D., Doc. 1021.)

Sharpshooter's Badge. To the sharpshooter a silver badge will be issued. To those who have qualified as sharpshooters for three years, not necessarily consecutive years, nor, in the case of enlisted men, in the same enlistment, a silver bar will be issued, on which the three years of their qualifications will be indicated, and this will be attached to the badge below the pin. For each additional three years of qualification an additional bar will be issued, and each in succession attached below the one previously supplied. (Par. 116, Rifle Marksmanship, W. D., Doc. 1921.)

Expert Rifleman's Badge. To the expert rifleman a silver badge will be issued. To those who have qualified as expert rifleman for three years, not necessarily consecutive years, nor, in the case of enlisted men, in the same enlistment, a silver bat will be issued, on which the three years of their qualifications will be indicated, and this will be attached to the badge below the pin. For each additional three years of qualification an additional bar will be issued, and each in succession attached below the one previously supplied. (Par. 117, Rifle Marksmanship, W. D., Doc. 1021.)

How Obtained. Immediately after the close of the practice season the company commander will report by letter to the commanding officer the names of men in his organization who have made a new or a renewed qualification. With this letter the company commander will submit a requisition for the required number of badges and bars, to the Adjutant General of the State. (Par. 119, Rifle Marksmanship, W. D., Doc. 1021.)

PISTOL PRACTICE FOR NATIONAL GUARD

Plans for range firing. Dismounted Course. The general plan is as follows:

INSTRUCTION PRACTICE	Yards	Minimum of scores	Rounds
Slow fire	{ 15 25 50	2 2 1	14 14 7
Rapid fire	{ 15 25 15	2 2 2	14 14 14
Quick fire	{ 25 25	2 2	14 14
Skirmish run	50 to 15	1	7 — 98
RECORD PRACTICE.			
Slow fire	{ 25 50	1 1	7 7
Rapid fire	{ 15 25	2 2	14 14
Quick fire	{ 25 50	2 2	14 14 — 70
			168

(Par. 74, Pist. Marksmanship.)

Who will fire. Dismounted Course. All officers armed with the pistol and with less than 15 years' service, commissioned or commissioned and enlisted, and all enlisted men armed with the pistol are required to fire the dismounted pistol course. Officers armed with the pistol and with over 15 years' service, commissioned or commissioned and enlisted, are authorized but not required to fire. (Par. 75, Pist. Marksmanship.)

Ammunition. Allowance. For instruction practice — 98 rounds, for record practice, 70 rounds. Total of 168 rounds.

Order of procedure in range firing. Pistol firing commences with instruction practice, which is completed for each soldier before he proceeds to record practice.

The soldier may thus be advanced to record practice immediately after he has completed instruction practice without waiting for others less advanced. While engaged in record practice the soldier will do no other firing. (Par. 79. Pistol Marksmanship.)

Modification of courses. Whenever the exigencies of the service do not permit of the firing of the prescribed course in full, the commanding general of a department, corps area, or of a tactical division in the field is authorized to modify the course with a view to securing the maximum of training within the limits of time and ammunition allowance; but neither officers nor enlisted personnel who do not fire the course regularly prescribed in these regulations, shall be classified. (Par. 80. Pistol Marksmanship.)

Instruction Practice. Dismounted Course. The following tables prescribe the firing in instruction practice in the order followed by the individual soldier. Target L is used in much of the practice, as the bull's-eye makes competition keener and shows up errors as no other target can.

TABLE I.—Slow Fire — Target L.

Range.	Time.	Scores, minimum
15 yards	No time limit.	2
25 yards	Do	2
50 yards	Do	1

Unlimited time is permitted in slow fire in order to permit proper explanation of the causes of errors and indication of corresponding remedies. It is intended to be the elementary phase of instruction in the proper manipulation of the weapon and for determining and correcting the personal errors of the firer. (Par. 82. Pistol Marksmanship.)

TABLE II.—Rapid Fire — Target L.

Range	Time	Scores, minimum
15 yards	1 score in 30 seconds and 1 score in 15 seconds.	2
25 yards	1 score in 30 seconds and 1 score in 20 seconds.	2

Time is taken at the firing point. The target being up, the soldier stands with weapon at "Raise, pistol," loaded and locked. The command "*Commence firing*" is given and the soldier must fire seven shots within the prescribed limit of time, at the end of which the command "*Cease firing*" will be given. Intervals of time are measured from the last words of the commands. (Par. 83. Pistol Marksmanship.)

TABLE III.—Quick Fire — Target E.—Bobbing.

Range	Time	Scores, minimum
15 yards	2 seconds per shot	2
25 yards	3 seconds per shot	2

(Par. 84. Pistol Marksmanship.)

The target is operated as a bobbing target. Three to five seconds after notice is received at the pit that all is ready at the firing point the target is alternately exposed to view and turned away from view of the firing point; exposures are of two or three seconds' duration, depending upon the range, with an interval of three to five seconds between exposures. The soldier stands at the firing point at "Raise, pistol." The pistol is loaded

and locked. Upon the first exposure of the target the soldier fires one shot at it before it disappears. He fires one shot at each reappearance until seven shots have been fired. The weapon is held between shots at "Raise, pistol." The value of a hit on this target is 1. (Par. 84. Pistol Marksmanship.)

TABLE IV.—Skirmish Run — Target E — Bobbing.

Range	Time	Shots
50 yards	5 seconds per shot	2
25 yards	3 seconds per shot	2
15 yards	2 seconds per shot	3

This firing is to introduce the element of moving forward. The soldier halts to fire. Considerable loss of accuracy would result from firing while walking or running.

Men to fire are formed in line at the 50-yard point, each opposite his own target, pistols loaded, locked, and held at "Raise, pistol." The targets are edge to the front.

Four or five seconds after the pit is notified that all is ready at the firing point, targets are exposed twice for 5 seconds, with an interval of 2 to 5 seconds between exposures. The men fire one shot at each exposure. An interval of 10 seconds is then allowed, during which time the line advances at double time to the 25-yard point by command of the instructor, alignment being maintained.

At the expiration of the 10-second interval the targets are exposed twice for 3 seconds, with an interval of 2 to 5 seconds between exposures. The men fire one shot at each exposure. An interval of 7 seconds is then allowed while the line advances as before at double time to the 15-yard point. At the expiration of the 7 seconds the targets are exposed three times for 2 seconds, with an interval of 2 to 5 seconds between exposures. The men fire one shot at each exposure.

Pistols are locked before moving forward and are held at "Raise, pistol" between shots. Visual signals should be used in the pit in order that the commands for exposing the targets may not be heard at the firing line. (Par. 85. Pistol Marksmanship.)

Record Practice. Dismounted Course. The following tables prescribe the firing in record practice in the order followed by the individual soldier. The procedure is as in instruction practice. (Par. 86. Pistol Marksmanship.)

TABLE V.—Slow Fire — Target L.

Range	Time	Scores
25 yards	No time limit	1
50 yards	Do	1

(Par. 87. Pistol Marksmanship.)

TABLE VI.—Rapid Fire — Target L.

Range	Time	Scores
5 yards	15 seconds per score	2
25 yards	20 seconds per score	2

(Par. 88. Pistol Marksmanship.)

TABLE VII.—Quick Fire — Target E — Bobbing.

Range	Time	Scores
25 yards	3 seconds per shot	2
50 yards	5 seconds per shot	2

(Par. 89. Pistol Marksmanship.)

Qualification. The record course, as above prescribed, is the qualification course. No separate course is fired as an expert test. The scores for qualification are prescribed under "Classification and Insignia." (Par. 90. Pistol Marksmanship.)

PISTOL PRACTICE. MOUNTED COURSE.

Order of procedure. The tables relate to the divisions of the mounted course in the order to be followed in range practice viz., instruction practice, record practice, and collective practice. (Par. 98. Pistol Marksmanship.)

Who will fire. Mounted Course. The mounted course is separate and distinct from the dismounted course. Cavalry officers and enlisted men are required (or are authorized) to fire the mounted course under the same conditions as are prescribed for the dismounted course in paragraph 75, except that cavalry recruits having no previous mounted service who join during the last six months of the target year are authorized but not required to fire mounted. (Par. 97. Pistol Marksmanship.)

Instruction Practice. Mounted Course.

	Scores	Targets	Range	Gait
Firing to the right (No. 1 of a squad of 4 troopers).	Minimum of 3 scores of 5 shots each.	5 targets M	5 yards	Gallop, 12 to 14 miles per hour.
Firing to the left (No. 4 of a squad of 4 troopers).	Do	Do . . .	Do	Do.
Firing to the front (No. 1 of a squad of 4 troopers.)	Minimum of 3 scores . . of 3 shots each.	Do . . .	Between 40 and 0 yards	Gallop, 16 miles per hour.
Firing to the rear (a single trooper.)	Minimum of 3 scores of 2 shots each.	2 targets M	4 yards or more.	Gallop, 14 to 16 miles per hour.

Total minimum number of shots, 45.

(Par. 107. Pistol Marksmanship.)

Record Practice. Mounted Course.

	Scores	Targets	Range	Gait
Firing to the right (single trooper.)	2 scores of 5 shots each	5 targets M	5 yards	Gallop, 12 to 14 miles per hour.
Firing to the left (single trooper.)	Do	Do . . .	Do.	
Firing to the front (single trooper.)	2 scores of 3 shots each	Do . . .	Between 40 and 0 yards	Gallop, 16 miles per hour.
Firing to the rear (single trooper.)	2 scores of 2 shots each	2 targets M	4 yards or more.	Gallop, 14 to 16 miles per hour.

Total shots, 30.

(Par. 110. Pistol Marksmanship.)

Collective Practice. Mounted.

	Scores	Targets	Range	Gait
Squad of 8 troopers in close order line.	3 runs, all troopers firing 3 shots in each run.	8 targets E, suspended.	Between 40 and 0 yards.	Extended gallop.
Squad of 8 troopers deployed as foragers at 3 yards.	Do	10 targets M	Do	Do.

(Par. 114. Pistol Marksmanship.)

Classification. Pistol Practice. All who are required or authorized to fire, and who are carried on the rolls of the organization, during any part of the practice season, or who are attached for practice by proper authority, will be classified according as they have met or failed to meet the requirements of qualification.

All who are required or authorized to fire the dismounted course only will be graded, according to proficiency, as pistol experts, pistol sharpshooters, pistol marksmen, or unqualified. Cavalrymen, required to fire the mounted course also (sec par. 97), are classified in addition as mounted pistol experts, mounted pistol sharpshooters, mounted pistol marksmen, or unqualified, mounted.

An officer who attains the grade of pistol marksman or better will retain that classification from the date of qualification until the next opportunity to requalify, or for one year if no opportunity for requalification is presented within that year. A soldier who has completed the dismounted course and is transferred thereafter, or who is discharged and reenlists, will not be given a second opportunity to qualify in the same year. In case the soldier, at the time of transfer, has not completed his record practice for that year, his company commander will complete his individual record sheet to date and attach it to the service record which accompanies him, and the soldier will complete his firing with the organization to which transferred. The same principles apply to mounted classification. (Par. 118. Pistol Marksmanship.)

Requirements, dismounted course. The requirements for qualification in the several grades of marksmanship, dismounted, are given in the following table:

Classification, Dismounted.	
GRADE	Average percentage on Tables V, VI, and VII
Pistol expert	At least 80 per cent.
Pistol sharpshooter	At least 70 per cent.
Pistol marksman	At least 60 per cent.
Unqualified	Less than 60 per cent.

In applying the provisions of the above table the soldier's percentage in firing each of the Tables, V, VI, and VII is calculated separately; the sum of these percentages is then divided by three to give the final average percentage. (Par. 119. Pistol Marksmanship.)

Requirements, mounted course. The requirements for qualification in the several grades of marksmanship, mounted, are given in the following table:

Classification, Mounted.	
GRADE	Percentage
Mounted pistol expert	At least 70 per cent.
Mounted pistol sharpshooter	At least 60 per cent.
Mounted pistol marksman	At least 50 per cent.
Unqualified, mounted	Less than 50 per cent.

(Par. 120. Pistol Marksmanship.)

Insignia. To each officer or enlisted man qualifying for the first time as pistol expert, pistol sharpshooter, or pistol marksman, certain insignia, indicating his skill in marksmanship, will be issued. Insignia may be worn from date of qualification until the next opportunity to requalify, or for one year if no opportunity for requalification is presented within that year. Officers who are not required to fire may wear the insignia of last qualification. (Par. 121. Pistol Marksmanship.)

How obtained. Immediately after the close of the practice season the company commander will report by letter to the commanding officer the names of men in his organization who have made a new or renewed qualification. With this letter the company commander will submit a requisition for the required number of badges and bars. This requisition will be disposed of as any other special ordnance requisition. (Par. 127. Pistol Marksmanship.)

Records. Pistol Practice. The following records will be kept in each company as far as applicable:

- (a) The individual record of pistol firing.
- (b) The record of collective practice.

During the regular practice season records will be kept in the possession of the company commander.

The records of an officer attached to a company for practice will be duly attested and transmitted to the officer.

The records of an enlisted man attached to a company for practice will be similarly attested and transmitted to the officer charged with the custody of the soldier's service record. (Par. 128. Pistol Marksmanship.)

Reports. Pistol Practice. All reports of pistol firing will be submitted to the proper headquarters as soon as possible after completion of firing; the reports to be rendered as follows:

- (a) Report of individual classification in pistol practice (annual.)
- (b) Consolidated regimental report of classification, pistol practice.
- (c) Report of collective practice.

As soon as possible after the close of the practice season the battalion commander will forward to the regimental commander the reports of individual classification in pistol practice of the companies of his battalion. With these he will submit a report of the collective practice. This report will be in letter form. (Par. 129 and 130. Pistol Marksmanship.)

ARTICLE VII

MOBILIZATION OF THE NATIONAL GUARD

(The following information from Circular No. 3, M B. 1920, which deals with the mobilization of the National Guard pending the revision of Special Regulations No. 55, War Department 1917, gives the main points of the duties of National Guard up to and including service at company Rendezvous.)

Call or Draft. The issue of a call or draft by the President *automatically* places the organizations and personnel included in such call or draft *in the United States service on the date specified in the call*. Entry into such service does *not* depend on a formal "muster" and acceptance by a "mustering officer." There is no intervening time between assembly at a company rendezvous and actual entry into United States service.

Commissions of National Guard Officers on Mobilization.

1. In the event of an emergency requiring the drafting into the Federal service of the National Guard, it is contemplated that the draft will be accomplished by means of a proclamation of the President. Under the provisions of Section III, National Defense Act as amended June 4, 1920, such draft necessarily discharges the officers from their National Guard commissions. Before they can serve in a commissioned capacity after such discharge, it will be necessary that they be appointed in the Officer's Reserve Corps, as contemplated in the seventh paragraph of Section 127a of said Act.

2. In the event of the National Guard being drafted into the Federal service, the officers, properly qualified, will continue for the time being in their National Guard assignments held at the time of draft and will serve under reserve commissions, either previously held or granted as soon after the time of the draft as practicable.

3. In the event of such a draft, before a policy can be made effective of having all National Guard officers appointed in time of peace in a similar grade and branch of the Officer's Reserve Corps, there will be three classes of drafted National Guard Officers.

(1) Those who held commissions in the Officers' Reserve Corps.

(2) Those not holding commissions in the Officers' Reserve Corps and who are to serve after the beginning of the emergency in one of the grades below that of Brigadier General.

(3) Those not holding commissions in the Officers' Reserve Corps, who are to serve after the beginning of the emergency in one of the grades above that of Colonel.

4. The action necessary for those in Class (1) above will be to call them to active duty with organizations in which they are serving under their Reserve Corps commissions. This can be accomplished in the proclamation which drafts the National Guard organizations. Those in Class (2) above will have to be appointed in the Reserve Corps. These appointments can be made by the President, alone, and may be accomplished either in a proclamation, or by an examination as to qualifications for appointment, as circumstances at the time demand. Those in class (3) will have to be nominated for Confirmation by the Senate. If the Senate is in session at the time of the draft, a condition which may reasonably be assumed, these appointments cannot be tendered until the nominations have been made and confirmed by the Senate. If the Senate is not in session, recess appointments may be issued. It will be impracticable to do this in the proclamation.

5. It is desired that the action necessary in an emergency requiring the use of the National Guard be well understood by all concerned and that adequate preparations for

such action be made. It is desirable that, so far as possible, National Guard Officers be appointed in time of peace in the Officers' Reserve Corps in the same grade and branch as held by them in the National Guard, provided they are qualified and eligible therefor. In the event of an emergency requiring the drafting of the National Guard into Federal service, those National Guard Officers holding similar commissions in the Officers' Reserve Corps will be called to duty thereunder. Those not so commissioned and found qualified will be appointed in the Officers' Reserve Corps in the same grade and branch as their National Guard Commission. Such appointments must be promptly tendered and accepted and oaths of office administered. When the National Guard is about to be drafted recommendation for the appointment in the Officers' Reserve Corps of general officers of the National Guard will be individually submitted with all pertinent records and data by the Chief of the Militia Bureau to the Chief of Staff.

6. This office will make the necessary preparations for determining qualifications, tendering all appointments, securing the necessary oaths of office, reports and data, and issuing commissions. (Letter 321.151 M. B., April 26, 1921.)

Assembly at Company Rendezvous. On the *date specified in the call* every unit of the National Guard included in the call *will assemble* at its armory or drill hall.

Messing. Unit commanders will make immediate arrangements to provide food for their men. If they have cooking facilities they may purchase food and operate their own messes. If not, each commander may obtain two or more emergency offers in writing for such service from restaurants, hotels or other competent sources, and accept the most favorable offer. Subsistence funds will be provided by the department or corps area commander on receipt of a report of strength of the command from the company commander or commander of larger units. Subsistence funds for organizations at rendezvous will be provided on the basis of 50 per cent increase above the current official value of the ration for the total enlisted strength of each organization from day to day.

Quarters. Unit commanders will make immediate arrangements to provide sleeping accommodations for their men. In cases where enlisted men live at such distances as to make it impracticable for them to sleep at home, authority is given for the rental of necessary quarters at the *lowest obtainable commercial rate*.

Sickness. In cases of men taken ill after reporting at a rendezvous, when no National Guard medical officer is available, the commanding officer will employ a civilian doctor when necessary, obtain medicines, and provide for suitable care at home or at a hospital when necessary. In all such cases *proper vouchers must be made* for attendance and for purchase of medicines on Forms 335 and 332 War Department. The company commander is responsible that these vouchers are properly prepared and certified.

Physical Examination. On assembly of organizations under call or draft, company commanders will cause a careful physical examination to be made of both officers and enlisted men by a National Guard medical officer, if available, otherwise by a civilian physician employed and paid as above. This examination is for the purpose of discovering the presence of any infections or contagious disease and is *not* the physical examination referred to in Section 115 National Defense Act, which will be made at a later date.

Any case of contagious or infectious disease found during this preliminary examination will be *isolated at once* and *reported* to the department or corps area commander by telegraph, giving names.

Advantage should also be taken of the opportunity offered by this preliminary examination to list all men who do not show positive evidence of successful vaccination and inoculation against smallpox and typhoid fever, respectively. These lists will be turned over to the commander of the mobilization camp on arrival thereat.

Returns, Rosters, and Reports Required. Each company, troop, battery, or detachment commander will prepare:

(a) An initial *return* (on form used by the Regular Army), accounting in figures, for all members of the organization, present and absent, including attached personnel, such as members of the National Guard Reserve. In "Record of Events" appropriate explanatory notes will be entered. This *return* will be handed by the company commander in person to the authorized Federal inspector.

(b) An initial *Roster* of troops (Form 703 A. G. O.) accounting for each individual of the organization, including attached personnel, present and absent, as of *midnight* of the day of assembly specified in the President's Call.

Recruits accepted before midnight of the day of the call will appear on the initial *roster*. Those accepted after midnight of that day will not appear there, but will be shown on the following morning report and subsequent roster.

Opposite the name of each absentee will be noted either "with leave" or "without leave."

For preparation of this *roster* see Special Regulations 57 and 57a.

It will be handed by the Company commander in person to the authorized Federal inspector.

(c) *New Morning Reports* and *Sick Reports* as of the date the organization assembles at company rendezvous (see Special Regulations No. 59). Morning Reports will include under "Remarks" the date and hour of arrival of each member of the organization.

Recruiting. While at home stations (company rendezvous) company commanders will endeavor to recruit their organizations to as near maximum strength as possible.

Reservists. All enlisted men of the National Guard Reserve *not* already *formally assigned* to a specified organization will report for duty at the most convenient company rendezvous, where they will be carried on company returns as "attached," and accompany such command to the mobilization camp, where they will be assigned as determined by the corps area commander.

All *assigned reservists* will report for duty with units to which assigned.

Discharge after Issue of Call. No discharges will be given after the issue of the call or draft without the authority of the corps area commander.

Leaves of Absence. Company commanders will take immediate steps to revoke all leaves and to require the immediate attendance of all persons whose names appear on the roll who have not already reported.

Equipment. Every organization answering a call or draft will take all arms, ammunition, field equipment, and clothing in its possession to the mobilization camp, and all *unserviceable property* belonging to the United States.

Preparation for Field Service. While at company rendezvous (home stations) company commanders will give their whole attention to preparing their commands for field service, including matters of equipment and instruction, and in recruiting them to as near maximum strength as possible.

Mobilization Camp. There will ordinarily be one *mobilization camp* for each state. The Corps Area Commander will issue necessary orders for units to proceed from *Company Rendezvous* to *mobilization camps*.

APPENDIX I

HANDBOOK FOR COMPANY COMMANDERS OF THE NATIONAL GUARD

REGULAR ARMY — TABLES OF ORGANIZATION — PEACE STRENGTH

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Whenever a National Guard organization reaches a strength equal to 80 percent of the prescribed minimum for the Regular Army, that organization can appoint non-commissioned officers and give ratings to all specialists as prescribed in the peace strength tables for the Regular Army. (Cir. Letter No. 1, Mil. Bureau, 1921.)

Table 3 P.—SPECIAL TROOPS, INFANTRY DIVISION (A). (Peace Strength.)

January 20, 1921.

Road Space.....—Yards
Tonnage.....—Tons

	1	2	3	4	5	6	7	8	9	10	11	12	13	
1	UNITS	Specialist Rating Class	Symbol Number	Headquarters	Flags & Military Police Co. (Table 4P)	Signal Company (Table 6 P & W)	Light Tank Company (Table 10P)	Motorcycle Company (Table 11P)	Ordnance Company (Table 12P)	Maintenance (Table 13P)	Total	Attached Medical	Aggregate	REMARKS
2	Major			cin	1	1					1		1	(a) Commanding Officer
3	Captain			bph	3	2					19	2	21	Special Division troops,
4	First Lieutenant				2	4								Division Headquarters
5	Second Lieutenant				2									Commandant, & Provost
6	Total Commissioned				6	6					20	2	22	Marshal.
7	Warrant Officer				1									(b) 1 Adjutant & 1 Supply
8	Master Sergeant				6	2					9		9	officer.
9	Technical Sergeant				6	2					9		9	(c) From Detached Officers
10	First Sergeant				1	1					2		2	List.
11	Staff Sergeant				2	1					3		3	(d) 1 Sergeant Major, and 1
12	Sergeant				18	5					23		23	Supply Sergeant.
13	Corporal				12	21					33		33	(e) Personnel Records.
14	Private, 1st cl., incl.				2	22					24		24	
15	Private				2	22					24		24	
16	Miscellaneous				1	3					4		4	
17	Miscellaneous				2	2					4		4	
18	Miscellaneous				1	3					4		4	(x) Medical Department Tech-
19	Miscellaneous				1	3					4		4	nician.
20	Miscellaneous				1	3					4		4	(y) Cobbler.
21	Miscellaneous				1	3					4		4	(z) 3 Medical Dept. Technicians,
22	Miscellaneous				1	3					4		4	and 1 wagoner.
23	Total Enlisted				118	177					295		295	(g) 1 Storekeeper, 1 Mail Clerk,
24	Aggregate				118	177					295		295	1 Miscellaneous.
25	Horses, riding				3	64					67		67	(h) From Infantry.
26	Horses, draft				24	36					60		60	(i) Mounted on horse.
27	Carts, 2-wheeled				1						1		1	
28	Carts, 4-wheeled				1						1		1	
29	Carts, 6-wheeled				1						1		1	
30	Carts, 8-wheeled				1						1		1	
31	Kitchens, rolling, 4 mule				1						1		1	
32	Wagon, transport, 4 mule				1						1		1	
33	Wagon, transport, 4 mule				1						1		1	
34	Wagon, transport, 4 mule				1						1		1	
35	Wagon, transport, 4 mule				1						1		1	
36	Wagon, transport, 4 mule				1						1		1	
37	Wagon, transport, 4 mule				1						1		1	
38	Wagon, transport, 4 mule				1						1		1	
39	Wagon, transport, 4 mule				1						1		1	
40	Wagon, transport, 4 mule				1						1		1	
41	Wagon, transport, 4 mule				1						1		1	
42	Wagon, transport, 4 mule				1						1		1	
43	Wagon, transport, 4 mule				1						1		1	
44	Wagon, transport, 4 mule				1						1		1	
45	Wagon, transport, 4 mule				1						1		1	
46	Wagon, transport, 4 mule				1						1		1	
47	Wagon, transport, 4 mule				1						1		1	
48	Wagon, transport, 4 mule				1						1		1	
49	Wagon, transport, 4 mule				1						1		1	
50	Wagon, transport, 4 mule				1						1		1	
51	Wagon, transport, 4 mule				1						1		1	
52	Wagon, transport, 4 mule				1						1		1	
53	Wagon, transport, 4 mule				1						1		1	
54	Wagon, transport, 4 mule				1						1		1	
55	Wagon, transport, 4 mule				1						1		1	
56	Wagon, transport, 4 mule				1						1		1	
57	Wagon, transport, 4 mule				1						1		1	
58	Wagon, transport, 4 mule				1						1		1	
59	Wagon, transport, 4 mule				1						1		1	
60	Wagon, transport, 4 mule				1						1		1	

Table 23 P.—INFANTRY REGIMENT (CONSOLIDATED TABLE). (Peace Strength.)

November 23, 1920.

Road Space: _____ Yards
 Tonnage: _____ Tons
 Animal Draft: _____ Tons
 Motor: _____ Tons

1	2	3	4	5	6	7	8	9	10	11	12	13
Units	Specialist Rating (Class)	Symbol Number	Headquarters	Headquarters Company (a)	Service Company	Hevitzer Company	Three Battalions	Total Regiment	Attached, Medical Dept., etc.	Aggregate	Additional (b)	Remarks
Colonel												
Lieutenant Colonel or Major												(a) Headquarters Company comprises personnel required to be present with the Regimental Commander in combat, or when regiment is in sector or otherwise deployed. Service Company comprises the administration, supply and transportation, and Band elements and make up the second echelon, or rear echelon of Regimental Headquarters.
Major or Captains												
Captains												
Captains or Lieutenants												
Lieutenants												
Total Commissioned												
Warrent Officers												
Master Sergeants												
Technical or First Sergeants												
Staff Sergeants												
Sergeants												
Corporals												
Privates 1st Class												
Privates												
Miscellaneous												
Miscellaneous												
Miscellaneous												
Miscellaneous												
Miscellaneous												
Miscellaneous												
Total Enlisted												
Aggregate												
Horses, riding												
Horses, draft												
Mules, riding												
Mules, draft												
Trucks, motor, 3/4 ton												
Carts, 37 mm. anti. 1 Mule												
Carts, M.G. gun, 1 Mule												
Carts, M.G. gun, 2 Mule												
Carts, M.G. gun, 3 Mule												
Carts, M.G. gun, 4 Mule												
Carts, M.G. gun, 5 Mule												
Carts, M.G. gun, 6 Mule												
Carts, M.G. gun, 7 Mule												
Carts, M.G. gun, 8 Mule												
Carts, M.G. gun, 9 Mule												
Carts, M.G. gun, 10 Mule												
Carts, M.G. gun, 11 Mule												
Carts, M.G. gun, 12 Mule												
Carts, M.G. gun, 13 Mule												
Carts, M.G. gun, 14 Mule												
Carts, M.G. gun, 15 Mule												
Carts, M.G. gun, 16 Mule												
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Carts, M.G. gun, 18 Mule												
Carts, M.G. gun, 19 Mule												
Carts, M.G. gun, 20 Mule												
Carts, M.G. gun, 21 Mule												
Carts, M.G. gun, 22 Mule												
Carts, M.G. gun, 23 Mule												
Carts, M.G. gun, 24 Mule												
Carts, M.G. gun, 25 Mule												
Carts, M.G. gun, 26 Mule												
Carts, M.G. gun, 27 Mule												
Carts, M.G. gun, 28 Mule												
Carts, M.G. gun, 29 Mule												
Carts, M.G. gun, 30 Mule												
Carts, M.G. gun, 31 Mule												
Carts, M.G. gun, 32 Mule												
Carts, M.G. gun, 33 Mule												
Carts, M.G. gun, 34 Mule												
Carts, M.G. gun, 35 Mule												
Carts, M.G. gun, 36 Mule												
Carts, M.G. gun, 37 Mule												
Carts, M.G. gun, 38 Mule												
Carts, M.G. gun, 39 Mule												
Carts, M.G. gun, 40 Mule												
Carts, M.G. gun, 41 Mule												
Carts, M.G. gun, 42 Mule												
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Carts, M.G. gun, 44 Mule												
Carts, M.G. gun, 45 Mule												
Carts, M.G. gun, 46 Mule												
Carts, M.G. gun, 47 Mule												
Carts, M.G. gun, 48 Mule												
Carts, M.G. gun, 49 Mule												
Carts, M.G. gun, 50 Mule												
Carts, M.G. gun, 51 Mule												
Carts, M.G. gun, 52 Mule												
Carts, M.G. gun, 53 Mule												
Carts, M.G. gun, 54 Mule												
Carts, M.G. gun, 55 Mule												
Carts, M.G. gun, 56 Mule												
Carts, M.G. gun, 57 Mule												
Carts, M.G. gun, 58 Mule												
Carts, M.G. gun, 59 Mule												
Carts, M.G. gun, 60 Mule												
Carts, M.G. gun, 61 Mule												
Carts, M.G. gun, 62 Mule												
Carts, M.G. gun, 63 Mule												
Carts, M.G. gun, 64 Mule												
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Carts, M.G. gun, 66 Mule												
Carts, M.G. gun, 67 Mule												
Carts, M.G. gun, 68 Mule												
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Carts, M.G. gun, 70 Mule												
Carts, M.G. gun, 71 Mule												
Carts, M.G. gun, 72 Mule												
Carts, M.G. gun, 73 Mule												
Carts, M.G. gun, 74 Mule												
Carts, M.G. gun, 75 Mule												
Carts, M.G. gun, 76 Mule												
Carts, M.G. gun, 77 Mule												
Carts, M.G. gun, 78 Mule												
Carts, M.G. gun, 79 Mule												
Carts, M.G. gun, 80 Mule												
Carts, M.G. gun, 81 Mule												
Carts, M.G. gun, 82 Mule												
Carts, M.G. gun, 83 Mule												
Carts, M.G. gun, 84 Mule												
Carts, M.G. gun, 85 Mule												
Carts, M.G. gun, 86 Mule												
Carts, M.G. gun, 87 Mule												
Carts, M.G. gun, 88 Mule												
Carts, M.G. gun, 89 Mule												
Carts, M.G. gun, 90 Mule												
Carts, M.G. gun, 91 Mule												
Carts, M.G. gun, 92 Mule												
Carts, M.G. gun, 93 Mule												
Carts, M.G. gun, 94 Mule												
Carts, M.G. gun, 95 Mule												
Carts, M.G. gun, 96 Mule												
Carts, M.G. gun, 97 Mule												
Carts, M.G. gun, 98 Mule												
Carts, M.G. gun, 99 Mule												
Carts, M.G. gun, 100 Mule												

Table 24 P.—HEADQUARTERS AND HEADQUARTERS COMPANY, INFANTRY REGIMENT. (Peace Strength.)

November 23, 1920.

Road Space _____ Yards
 Tonnage: _____ Tons
 Animal Power _____ Tons
 Motor _____ Tons

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Units	Specialist Rating (Class)	Symbol Number	Regimental Headquarters	Company Headquarters	Intelligence Platoon	Printer Platoon	Platoon Headquarters	Message Center	Carrier & Runner Section	Wire Section	Radio & Panel Section	Visual Section	Telephone Communication Platoon	Total Company	Attached, Chaplain	Aggregate	Remarks
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
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90																	
91																	
92																	
93																	
94																	
95																	
96																	
97																	
98																	
99																	
100																	

(h) Mounted on horse.

(h) Includes:

20 Privs. 1st

28 Privates

Summary of Specialist

ratings:

4th Class - 3

5th Class - 2

6th Class - 5

(b) Second in Command and

Executive Officer

(c) Machine Gun Officer

(d) One also acts as

Reg'tl Gas Officer

(e) Reg'tl Staff consists

of:

Adjutant

Intelligence Officer

Platoon & Training Officer

Supply Officer

In peace, one officer

performs the duties of

Adjutant, one combines

those of Intelligence

Officer and Platoon and

Training Officer and

one performs those of

Supply Officer

(f) Duty with Reg'tl Hqs.

(g) Office forces Sergeant

(Topographical drafts

man) and two privates,

one a clerk and one

equipped with a

bicycle.

(1) Field Force

(2) 4 Mounted on horse;

1 Bicycleist

(3) Clerks, Platoon men

and Underlies

Table 25 P.—SERVICE COMPANY, INFANTRY REGIMENT. (Peace Strength.)

November 23, 1920.

Total Space: _____ Yards
 Tonnage: _____ Tons
 Animal Drawn: _____ Tons
 Motor: _____ Tons

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Units	Specialist Rating (Class)	Symbol Number	Company Headquarters	Headquarters Platoon	Staff Section	Supply Section	Band Section	Total Platoon	Platoon Headquarters	1st Battalion Section	2nd Battalion Section	3rd Battalion Section	4th Bn. Wagon Co. and Machine Section	Total Platoon	Total Company	Attached, Medical Dept., etc.	Remarks
1 Captain or Lieutenant			1a		1a	1b		2	1a					1	3		
2 Lieutenants					1b			2	2					1	4		
3 Warrant Officers								1	1					1	1		(h) Mounted on horse
4 Master Sergeants					1b	2a		3						5	3		(m) Mounted on mule
5 First Sergeant			1b											1	1		
6 Staff Sergeant, incl.														2	4		(a) Includes: 51 (a) privs. 1st OI 88 Privates
7 Band																	Summary of Specialist Ratings:
8 Color																	2nd Class ---- 4
9 Miscellaneous																	3rd Class ---- 5
10 Sergeant, incl.			3	1	2	3	6	2						2	11		4th Class ---- 13
11 Band (incl. Bugler Sgt)																	5th Class ---- 23
12 Band																	6th Class ---- 30e
13 Band (incl. Bugler Sgt)																	
14 Band																	
15 Band																	
16 Band																	
17 Band																	
18 Band																	
19 Band																	
20 Band																	
21 Band																	
22 Band																	
23 Band																	
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37 Band																	
38 Band																	
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45 Band																	
46 Band																	
47 Band																	
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51 Band																	
52 Band																	
53 Band																	
54 Band																	
55 Band																	
56 Band																	
57 Band																	
58 Band																	
59 Band																	

Table 27 P.—HEADQUARTERS AND HEADQUARTERS COMPANY, INFANTRY BATTALION. (Peace Strength.)

November 23, 1920.

Road Space: _____ Yards.
 Tonnage: _____
 Animal drawn _____ Tons.
 Motor - - - _____ Tons.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Units	Specialist Rating (Class)	Symbol Number	Headquarters	Headquarters Company (b)									Attached, Medical Dept., etc.	Aggregate	Remarks	
				Company Headquarters	Intelligence Section	Communications Platoon (b)					Visual Section	Total Platoon				Total Company
						Platoon Headquarters	Message Center and Courier Section	Wire Section	Radio and Pouch Section							
2	Lieutenant Colonel or Major		1h													
3	Lieutenants, incl.		(1h)												1	
4	Battalion Staff														2	
5	Total Commissioned															
6	Staff Sergeants, incl.		3									1			1	
7	Sergeant Major		(1h)													
8	Sergeants, incl.		2	1	1											
9	Acting First Sergeant		(1)								1	4			4	
10	Chief Observer and Scout		(1)	(1)												
11	Asses and Supply															
12	Signal Electrician		(1)	(1h)												
13	Corporals, incl.			2	(1h)	1	1	1	1		3	5		5		
14	Construction															
15	Observers			(1)					(1)							
16	Operators			(1)												
17	Scouts															
18	Miscellaneous					(1h)										
19	Priv. 1st & 2nd, incl.			6	10		6	5	3	2	16	31a		31		
20	Barber			(1f)												
21	Jobber			(1f)												
22	Wire carriers															
23	Passengers								(4a)	(2)						
24	Passengers (Motorcycle)	6th							(1)							
25	Observers	6th														
26	Observers	6th				(3)										
27	Operator (Radio & Wire)	6th							(1)	(1)						
28	Operators	6th							(2)	(2)	(2)					
29	Scouts	6th				(2)										
30	Scouts	6th				(4)										
31	Relief			(1f)												
32	Miscellaneous			(2)					(1a)							
33	Total Enlisted			8	13	1	7	6	4	2	20	41		41		
34	AGGREGATE			2	8	13	1	7	6	4	2	20	41	43		
35	Horses, riding			2	1		1	4				6	8	8		
36	Bicycles											1	1	1		
37	Motorcycles															
38	Pistols			2	8	13	1	7	6	4	2	20	41	43		
39	Rifles				6	11		4				4	21	21		

Table 28 P.—RIFLE COMPANY, INFANTRY REGIMENT. (Peace Strength.)

November 23, 1920.

Road Space _____ Yards
Tonnage: _____
Animal Drawn - - - Tons.
Motor - - - - - Tons.

1	2	3	4	5	6	7	8	9	10	11	12
Units	Specialist Rating (Class)	Symbol Number	Company Headquarters	Platoon Headquarters	1 Squad	1 Section (2 Squads)	Total Platoon (2 Sections)	Total Company (2 Platoons)	Attached, Medical Dept. etc.	Aggregate	Remarks
2 Captain			1					1		1	
3 Lieutenants			1	1			1	2		2	
4 Total Commissioned			1	1			1	3		3	
5 First Sergeant			1					1		1	
6 Sergeants, incl.			2	1		1	3	6		6	
7 Cooks			(1)								
8 Platoon Sergeants				(1)							
9 Section Leaders						(1)					
10 Supply & Gas			(1)								
11 Corporals, incl.			1		1	2	4	9		9	
12 Company Clerk			(1)								
13 Squad Leaders				(1)	(2)						
14 Pvt. 1st & Pvt. 2nd			9	5	7	14	31	75ab		75	
15 Buglers			(2)								
16 Cooks (First)	4th		(1)								
17 Cooks (Asst.)	5th		(1)								
18 Mechanic	6th		(1)								
19 Riflemen					(5)	(10)					
20 Riflemen, automatic					(1)	(2)	(1)	(2)			
21 Riflemen with Grenade					(1)	(2)	(4)	(6)			
22 dischargers											
23 Runners and Messengers			(4)	(3)							
24 Total Enlisted			13	4	8	17	38	93b		93	
25 AGGREGATE			14	5	8	17	39	98		98	
26 Pistols			6	2	1	2	6	16		13	
27 Rifles			9	3	6	13	29	71b		71	
28 Rifles, Automatic					1	2	4	5		8	
29 Rifles, with Grenade Disch.					1	2	4	5		8	

(a) Includes:
22 Privates 1st Class
53 Privates
Summary of Specialist Ratings:
Fourth Class - - - 1
Fifth Class - - - 1
Sixth Class - - - 3
(b) Includes 4 extra privates.

Table 29 P.—MACHINE GUN COMPANY, INFANTRY REGIMENT. (Peace Strength.)

November 23, 1920.

Road Space _____ Yards
 Tonnage: _____
 Animal Drawn - - - Tons
 Motor - - - - - Tons.

1	2	3	4	5	6	7	8	9	10	11	12
Units	Specialist Rating (Class)	Symbol Number	Company Headquarters	One Platoon					Attached, Medical Dept., etc.	Aggregate	Remarks
				Platoon Headquarters	1 Squad (1 Machine Gun)	1 Section (2 Squads)	Total Platoon (2 Sections)	Total Company (2 Platoons)			
1											
2	Captain		1h	1h			1	1		1	
3	Lieutenants		1	1			1	1		1	(h) Mounted on horse
4	Total Commissioned										(m) Mounted on Mule
5	First Sergeant		2h								(a) Includes:
6	Sergeants, incl.		2	1		1	3	8		8	16 Privates 1st Cl.
7	Platoon Sergeants			(1)		(1)					44 Privates
8	Section Leaders		(1)								Summary of Specialist Ratings
9	Mess		(1m)								4th Class - - - 1
10	Supply and Signal		(1m)								5th Class - - - 2
11	Corporals, incl.		1		1	2	4	9		9	6th Class - - - 5
12	Company Clerk		(1)		(1)						(b) Bicyclists
13	Squad Leaders		8	2	6	12	26	60m		60	(c) Agents and orderlies
14	Pvt. 1st & Pvt. incl.		(2h)								(d) Includes two drivers for gun and ammunition carts
15	Cook (First)	4th	(1)								
16	Cook (Asst.)	5th	(1)								
17	Gunner	SPB			(1)		(2)	(4)			
18	Gunner						(2)	(4)			
19	Mechanics	6th	(1)								
20	Saddlers	5th	(1)								
21	Miscellaneous		(2b)	(2b)	(5d)						
22	Total Enlisted		12	3	7	15	33	78		78	
23	AGGREGATE		15	4	7	15	34	81		81	
24	Horses, riding		4	1			1	6		6	
25	Mules, draft				2	4	6	16		16	
26	Mules, riding		1							1	
27	Bicycles		2							2	
28	Carts, M.G.				1	2	4	8		8	
29	Carts, ammunition				1	2	4	8		8	
30	Machine Guns										
31	Pistols		15	4	7	15	34	81		81	

Table 30 P.—HOWITZER COMPANY, INFANTRY REGIMENT. (Peace Strength.)

November 23, 1920.

Road Space _____ Yards.
 Tonnage:
 Animal drawn _____ Tons.
 Motor - - - _____ Tons.

1	Units	2 Specialist Rating (Class)	3 Symbol Number	4 Company Headquarters	One Platoon				9 Total Company (2 Platoons)	10 Attached, Medical Dept., etc.	11 Aggregate	12 Remarks
					5 Platoon Headquarters	6 1 One-Pounder Section	7 1 Light Mortar Section	8 Total Platoon				
2	Captain		1h					1			1	
3	Lieutenants		1h					2			2	
4	Total Commissioned		2					3			3	
5	First Sergeant		1h					1			1	(h) Mounted on horse.
6	Sergeants, incl.		2	1			1	4			4	(m) Mounted on mule.
7	Kee		(1)									(a) Includes:
8	Platoon Sergt. & Range P.		(1h)									15 Private 1st Class
9	Corporal		(1)									26 Private
10	Corporals, incl.		1	1	1	1	3	7			7	Summary of Specialist Ratings:
11	Company Clerk		(1)									4th Class - - - 1
12	Transport		(1m)			(1)	(1)					5th Class - - - 1
13	Miscellaneous											6th Class - - - 3
14	Privs. 1st Cl. & Privs. incl.		7	5	9	10	25	51			51	
15	Bagpiper		(2)									(b) Bicyclists.
16	Boat (Privat)	4th	(1)									(c) 1 in storage, to complete War Strength.
17	Boat (Asst)	5th	(1)									(d) Reserve.
18	Drummers	6th			(1)	(1)		(2)				
19	Drummers							(2)				
20	Scout	6th	(1)									
21	Drummers and Scouts		(2b)	(3)				(8)				
22	Miscellaneous											
23	Total Enlisted		11	5	10	11	25	53			53	
24	AGGREGATE		13	6	10	11	25	65			65	
25	Horses, riding		8	1			1	5			5	
26	Mules, draft				2		2	4			4	
27	Mules, riding			1				1			1	
28	Bicycles		2					2			2	
29	Carts, 37 mm. ammunition, 1-mule					1		1			1	
30	Carts, 37 mm. 1-pounder, 1-mule					1		1			1	
31	Carts, 1-pounder					1		1			1	
32	Mortars, light		24			1	1	26			26	
33	Pistols		15	5	10	11	25	65			65	

NOTE: The armament and hence also the details of organization of the Howitzer Company are provisional, pending adoption and issue of of Infantry Howitzers.

Table 33 P.—REGIMENT 75 mm. GUNS (HORSEDRAWN) (CONSOLIDATED TABLE). (Peace Strength.)

Road Space _____ Yards
Tonnage _____ Tons

December 29, 1920.

1	2	3	4	5	6	7	8	9	10	11	12
Units	Specialist Rating (Class)	Symbol Number	Headquarters	Headquarters Battery	Service Battery	Battalions	Total Regiment	Attached Medical Department	Attached Chaplain	Aggregate (c)	Remarks
Colonel			1			1				1	
Lieutenant Colonel or Major			1			2	5	(b) 1h		1h	(a) Exclusive of Ordnance Personnel and Equipment attached when Regiment is detached from Division. See Table 12P.
Captains			3	1	1	4	6	(14)(4b)(1v)		24	
Major			1	3	3	34	30			32	
Total Commissioned			5	2	4	38	44	5	1	55	
Warrent Officer					1		1			1	(b) Major
Master Sergeants				1	2					3	(c) Medical Department Tech- nicians, except 3 Wagoners (6th Class Rating)
First Sergeants				1	1	8	10			10	
Staff Sergeants				2	2	2	5	5h		6	
Sergeants				5	8	75	90	(1v)(3h)		93	(d) Dental
Corporals				6	2	40	47			53	(h) Mounted on Horse
Privates, 1st Class				11	26	210	247	(5vb)(7b)		274	(v) Veterinary
Privates, 2nd Class				17	85	478	580			680	
Miscellaneous	2nd				(4)	(4)				(4)	
Miscellaneous	3rd				(6)	(6)				(6)	
Miscellaneous	4th				(3)	(3)	(45)	(a)(2)(1v)		(47)	
Miscellaneous	5th				(2)	(15)	(15)	(53)		(73)	
Miscellaneous	6th				(3)	(22)	(18)	(45)	(14)(9)(1v)	(82)	
Total Enlisted				46	103	854	1003	59		1062	
Artillery			5	40	203	692	1003	54	1	1066	
Machine, Draft				16		254	240			240	
Machine, Riding			5	27	35	284	329	23	1	352	
Machine, Draft				6	116	65	189	12		209	
Machine, Riding					7		7			7	
Total Artillery			6	51	335	972	1165	35	1	1199	
Car, Motor, D2 or D3				1			1			1	
Car, Reconnaissance				1			1			1	
Motorcycles with Side Cars				2	2	2	6	1		7	
Trucks, 3/4 Tons				1	1		1			1	
Wheeled				1		8	9			9	
Carts, Baiting, 2-Wheel				1	1	8	10			10	
Carts, Motor, 2-Wheel				1	1	8	10			10	
Wheeled, Baiting, 2-Wheel				1	1	8	10			10	
Carts & Wagons, 6-Horse				1		2	3			3	
Carts, Baiting, 4-Horse						6	6			6	
Wheeled, Baiting, 4-Horse						6	6			6	
Wheeled, Baiting, 4-Horse						6	6			6	
Wheeled, Baiting, 4-Horse				1		2	3			3	
Wheeled, Baiting, 4-Horse					27		27			27	
Wheeled, Baiting, 4-Horse				1		8	9			9	
Wheeled, Baiting, 4-Horse								3		3	
Wheeled, Baiting, 4-Horse						24	24			24	
Wheeled, Baiting, 4-Horse						43	43			43	
Wheeled, Baiting, 4-Horse				53	108	852	1003			1003	
Machine Guns, A. A.				2		24	16			16	
Machine, Automatic				8	40					48	

Table 34 P.—HEADQUARTERS AND HEADQUARTERS BATTERY, REGIMENT 75 mm. GUNS (Horsedrawn). (Peace Strength.)

Head Space: _____ Yards
Tonnage: _____ Tons

December 29, 1920.

1	2	3	4	5	6	7	8	9
Units	Specialist Rating (Class)	Symbol Number	Regimental Headquarters	Headquarters Battery	Total Regimental Headquarters and Headquarters Battery	Attached Chaplain	Aggregate	Remarks
2 Colonel			1h	1	1			
3 Lieutenant Colonel or Major			a-1h	1		1h		
4 Captains or Lieutenants			b-2h	a-1h	4			
5 Lieutenants			d-1h	1	1			
6 Total Commissioned			6	2	7	1	6	
7 Master Sergeant, Incl.				1	1			
8 Sergeant Major				(1)h				
9 Pistol Sergeant				1h	1			
10 Staff Sergeant, Incl.				2	2			
11 Color				(2)h				
12 Sergeants, Incl.				6	6			
13 Chief of Regimental Scouts				(1)h				
14 Instructor				(1)h				
15 Mess and Supply				(1)h				
16 Signal				(2)h				
17 Stable				(1)h				
18 Sergeants, Incl.				2	2			
19 Clerk, Battery				(1)			0	
20 Instrument				(1)h				
21 Range Finder				(1)h				
22 Scout				(2)h				
23 Signer				(3)h				
24 Privates, 1st Class & Privates, Incl.				a-2h	28		28	
25 Driver				(1)h				
26 Chauffeur	6th			(2)				
27 Cook, 1st	6th			(1)				
28 Cook, Assistant	6th			(1)				
29 Drivers				(2)				
30 Horseshoers	6th			(2)h				
31 Line Guards				(2)h				
32 Machine	6th			(1)				
33 Motorcyclists				(2)				
34 Cavalry				(1)h				
35 Operator, Instrument				(1)h				
36 Operators, Telephone				(5)h				
37 Saddle	6th			(2)h				
38 Scouts				(1)				
39 Total Enlisted				44	48		48	
40 Aggregate				48	53	1	54	
41 Horses, Draft				16	16		16	
42 Horses, Riding				5	27	32	1	35
43 Mules, Draft				0	0			
44 Total Animals				5	53	56	1	57
45 Car, Motor, DT or DS				1	1		1	
46 Car, Reconnaissance				1	1		1	
47 Motorcycles with Side Cars				2	2		2	
48 Bicycle				1	1		1	
49 Cart, Bailon, 2-Whe				1	1		1	
50 Cart, Motor, 2-Whe				1	1		1	
51 Kitchen, Rolling, 4-Whe				1	1		1	
52 Cart & Reel, 4-Horse				1	1		1	
53 Wagon, Corp. Biv. & Str. 4-Horse				1	1		1	
54 Wagon, Strider, 3/4 ton, 4-Horse				1	1		1	
55 Pistol				0	66	66	66	

(c) Executive

(b) Regimental Staff consists of:
Adjutant
Intelligence Officer
Plans and Training Officer
Supply Officer
Liaison Officer

The Regimental Supply Officer commands Service Battery and is included in totals of Service Battery.
In time of peace, one officer combines the duties of Intelligence Officer and Plans and Training Officer.

(c) Commands Headquarters Battery and is Regimental Communications Officer.

(d) Assistant Regimental Communications Officer

(e) Includes:
11 Privates, 1st Class
17 Privates

Summary of Specialist Ratings:
4th Class—3
5th Class—2
6th Class—3
Total 8

(f) Mounted on Horse

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Table 35 P.—SERVICE BATTERY, 75 mm. GUN REGIMENT (HORSEDRAWN). (Peace Strength.)

Road Space _____ Yards
Tonnage _____ Tons

December 29, 1920.

1	2	3	4	5	6	7	8	9
Units	Specialist Rating (Class)	Symbol Number	Regimental Section	And Section	First Battalion Section	Second Battalion Section	Total Battery	Remarks
1 Captain			1				1	
2 Lieutenants			2		1	1	2	
3 Warrant Officer					1	1	2	(a) Regimental Supply Officer, Command Service Battery
4 Master Sergeant, Incl.			1		1		2	(b) Assistant to Regimental Adjutant
5 Sergeant			1				1	(c) Battalion Supply Officer
6 First Sergeant			1				1	(d) Band Leader
7 Staff Sergeant, Incl.			1				1	(e) Includes:
8 "Lead" Band Leader			1				1	25 Privates, 1st Class
9 Supply								55 Privates
10 Sergeant, Incl.			5				5	
11 Band								Summary of Specialist Ratings:
12 Band								2nd Class----- 4
13 Personnel								3rd Class----- 6
14 Sergeant Major								4th Class----- 6
15 Band								5th Class----- 15
16 Supply								6th Class----- 22
17 Wagonmaster								Total 53
18 Corporal			3		1	2	6	(h) Mounted on Horse
19 Agent								(m) Mounted on Mule
20 Band								
21 Clerk, Battery								
22 Personnel								
23 Wagonmaster, Assistant								
24 Privates, 1st Class & Privates, Incl.			28		15	15	58	
25 Agents, Battalion								
26 Chauffeur	6th							
27 Cooks, 1st	5th							
28 Cooks, Assistant	4th							
29 Horseholders	4th							
30 Mechanic	6th							
31 Motorcycleists	6th							
32 Musician	6th							
33 Musician	6th							
34 Musician	6th							
35 Musician	6th							
36 Orderly								
37 Orderly, Single								
38 Personnel	4th							
39 Soldier	5th							
40 Wagoner	6th							
41 Wagoner	6th							
42 Wagoner, Asst. & Messengers	6th							
43 Total Enlisted			38	34	17	17	106	
44 Artillery			40	32	18	15	105	
45 Horses, Riding			5	1	3	3	12	
46 Mules, Draft			20	16	16	16	68	
47 Mules, Riding								
48 Total Animals			25	17	19	19	80	
49 Carb. Section, 2 Mule			1				1	
50 Carb. Section, 2 Mule			1				1	
51 Wagon, Asst. (M & H), 4 Mules			5		5	5	15	
52 Wagon, 1/2 Ton Wagon			2				2	
53 Motorcycle with Side Car			2				2	
54 Wagon			10	36	18	18	82	
55 Machine Gun, A. L., 36 Mules			2				2	
56 Machine Gun, 36 Mules			2				2	

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Table 37 P.—HEADQUARTERS, HEADQUARTERS DETACHMENT AND COMBAT TRAIN,
75 mm. GUN BATTALION (Horsedrawn). (Peace Strength.)

Head Space: _____ Yards
Tonnage: _____
Animal Drawn: _____ Tons
Motor: _____ Tons

December 29, 1920.

1	Unit	Specialist Rating (Class)	Symbol Number	Battalion Headquarters	Headquarters Detachment	Major Units and Combat Train					Total Battalion Headquarters and Combat Train	Remarks
						Train Headquarters	First Section	Second Section	Third Section	Maintenance Section		
2	Adjutant Colonel or Major			1 h							1	
3	Captain or Lieutenant			3 h		1 h	1 h				2	
4	Lieutenant					1 h	1 h				2	
5	Major Commissioned			4							4	
6	First Sergeant					1 h					1	
7	Staff Sergeant, Incl.				1						1	(a) Battalion Staff consists of:
8	Sergeant Major				(1) h						1	Adjutant
9	Sergeant, Incl.						1	1	1	3	6	Intelligence Officer
10	Agent				(1) h							Plans & Training Officer
11	Chief of Battalion Section				(1) h							Supply Officer
12	Chief of Section					(1) h	(1) h	(1) h				Liaison Officer
13	Men									(1) h		Battalion Supply Officer commands the Int-
14	Stable									(1) h		elligence Section of Service Battery and is
15	Supply									(1) h		included in totals of Service Battery.
16	Corporals, Incl.			6	1	1	1	1	1		10	In time of peace one officer commands the
17	Cadets					(1) h	(1) h	(1) h	(1) h			duties of Intelligence and Plans and
18	Instrument				(1) h							Training Officer.
19	Rangefinder				(1) h							(b) Commands Battalion Combat Train
20	Squad				(2) h							(c) Battalion Communication
21	Signal				(2) h							(d) Includes:
22	Train Clerk				(1)							21 Privates, 1st Class
23	Privates, 1st Class & Privs. Incl.			20	1	12	12	12	12	12	65	64 Privates
24	Ammunition Servant				(1)	(5)	(5)	(5)	(5)	(1)		Summary of Specialist Ratings:
25	Reconnaissance				(1) h	(1) h						4th Class—3
26	Reconnaissance				(1) h	(1) h						5th Class—2
27	Cook, 1st	4th								(1)		6th Class—3
28	Cook, Assistant	5th								(1)		Total 8
29	Driver				(1)	(6)	(6)	(6)	(6)	(1)		(e) Includes 2 Spare Horses
30	Gunner				(1) h	(1) h						(h) Mounted on Horse
31	Horse Guards	4th				(2) h						
32	Mechanics	6th								(2) h		
33	Motorcyclist	6th			(1)							
34	Operator, Radiophone				(1) h							
35	Operator, Radiophone				(5) h							
36	Operator, Radiophone				(2) h							
37	Operator, Radiophone									(1) h		
38	Saddler	5th								(1)		
39	Scout				(2) h							
40	Scout											
41	Scout											
42	Aggregate			4	27	3	15	15	15	15	85	
43	Horse, Draft			10		13	13	13	13	13	52	
44	Horse, Riding			4	10	4	4	4	4	4	20	
45	Wagon, Draft											
46	Wagon, Artillery			4	29	4	15	15	15	15	68	
47	Cart, Artillery, 2-Wheel									1	1	
48	Cart, Water, 2-Wheel									1	1	
49	Cart, Rolling, 4-Wheel									1	1	
50	Cart and Reel, 4-Wheel									1	1	
51	Wagon, Gun, 8-1/2 Ton, 4-Horse											
52	Wagon, Wrecking, 3/4 Ton, 4-Horse											
53	Reycle											
54	Motorcycle with Side Car											
55	Calson											
56	Calson											
57	Machine Gun, 1/2 Cal., 30											

Table 38 P.—BATTERY 75 mm. GUN REGIMENT (HORSEDRAWN). (Peace Strength.)

Road Space: _____ Yards
 Tonnage: _____ Tons
 Animal Drawn: _____ Teams
 Motor: _____ Tons

December 29, 1920.

1	Units	Specialist Rating (Class)	Symbol Number	Battery Headquarters	Battery Detail	Firing Battery					Total Battery	Remarks	
						1st Platoon		2nd Platoon		3rd Platoon			
						First Section	Second Section	Third Section	Fourth Section	Fifth Section			Maintenance Section
2	Captain			1 h				1 h	1 h		3		
3	Lieutenant				1 h						3		
4	Total Commissioned			1	1	1	1	1	1		6		
5	First Sergeant			1 h							1		
6	Sergeants, Incl.				1	1	1	1	1	1	6	(a) Includes: 25 Privates, 1st Class 15 Privates	
7	Chief of Section				(1)h	(1)h	(1)h	(1)h	(1)h	(1)h		Summary of Specialist Ratings 4th Class—5 5th Class—2 6th Class—2 Total 9	
8	Instrument				(1)h								
9	Maps									(1)h			
10	Recon												
11	Steno									(1)h			
12	Supply									(1)h			
13	Sergeants, Incl.				1	1	1	1	1	1	6		
14	Agent			(1)h									
15	Section									(1)h			
16	Company Clerk				(1)h							(d) Will accompany Firing Battery	
17	Company					(1)	(1)	(1)	(1)			(e) Includes 1 Spare Tonn (5 Horses)	
18	Instrument				(1)h								
19	Recon				(1)h							(f) Mounted on Hores	
20	Signal												
21	Privates, 1st Class & Privates, Incl.			5	10	15	15	15	15	15	100		
22	Privates			10	15	15	15	15	15	15	100		
23	Company				(1)	(1)	(1)	(1)	(1)	(1)			
24	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
25	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
26	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
27	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
28	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
29	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
30	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
31	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
32	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
33	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
34	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
35	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
36	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
37	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)			
38	Total Enlisted			8	15	15	15	15	15	15	20	118	
39	Aggregate			7	15	15	15	15	15	15	20	118	
40	Horse, Draft				8	15	15	15	15	15	20	86	
41	Horse, Mule				8	15	15	15	15	15	20	86	
42	Mule, Unit				8	15	15	15	15	15	20	86	
43	Total Animals				21	14	14	14	14	14	21	128	
44	Capt, Recon, 2-White										1	1	
45	Capt, Recon, 2-White										1	1	
46	Capt, Recon, 2-White										1	1	
47	Capt, Recon, 2-White										1	1	
48	Capt, Recon, 2-White										1	1	
49	Capt, Recon, 2-White										1	1	
50	Capt, Recon, 2-White										1	1	
51	Capt, Recon, 2-White										1	1	
52	Capt, Recon, 2-White										1	1	
53	Capt, Recon, 2-White										1	1	
54	Capt, Recon, 2-White										1	1	
55	Capt, Recon, 2-White										1	1	
56	Capt, Recon, 2-White										1	1	
57	Capt, Recon, 2-White										1	1	
58	Capt, Recon, 2-White										1	1	
59	Capt, Recon, 2-White										1	1	
60	Capt, Recon, 2-White										1	1	
61	Capt, Recon, 2-White										1	1	
62	Capt, Recon, 2-White										1	1	
63	Capt, Recon, 2-White										1	1	
64	Capt, Recon, 2-White										1	1	
65	Capt, Recon, 2-White										1	1	
66	Capt, Recon, 2-White										1	1	
67	Capt, Recon, 2-White										1	1	
68	Capt, Recon, 2-White										1	1	
69	Capt, Recon, 2-White										1	1	
70	Capt, Recon, 2-White										1	1	
71	Capt, Recon, 2-White										1	1	
72	Capt, Recon, 2-White										1	1	
73	Capt, Recon, 2-White										1	1	
74	Capt, Recon, 2-White										1	1	
75	Capt, Recon, 2-White										1	1	
76	Capt, Recon, 2-White										1	1	
77	Capt, Recon, 2-White										1	1	
78	Capt, Recon, 2-White										1	1	
79	Capt, Recon, 2-White										1	1	
80	Capt, Recon, 2-White										1	1	
81	Capt, Recon, 2-White										1	1	
82	Capt, Recon, 2-White										1	1	
83	Capt, Recon, 2-White										1	1	
84	Capt, Recon, 2-White										1	1	
85	Capt, Recon, 2-White										1	1	
86	Capt, Recon, 2-White										1	1	
87	Capt, Recon, 2-White										1	1	
88	Capt, Recon, 2-White										1	1	
89	Capt, Recon, 2-White										1	1	
90	Capt, Recon, 2-White										1	1	
91	Capt, Recon, 2-White										1	1	
92	Capt, Recon, 2-White										1	1	
93	Capt, Recon, 2-White										1	1	
94	Capt, Recon, 2-White										1	1	
95	Capt, Recon, 2-White										1	1	
96	Capt, Recon, 2-White										1	1	
97	Capt, Recon, 2-White										1	1	
98	Capt, Recon, 2-White										1	1	
99	Capt, Recon, 2-White										1	1	
100	Capt, Recon, 2-White										1	1	

Table 63 P.—COMBAT ENGINEER REGIMENT. (Peace Strength.)

December 13, 1920.

Road Space and Tonnage:
 Animal drawn, 866 yards, 78 5/4 tons.
 Motor, 430 yards, 29 1/4 tons.
 Total Road Space, 1,790 yards.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Units	Specialist Ratings (Class)	One Company	Headquarters	Platoon Companies	Total	Headquarters	Headquarters Service Company	Two Battalions	Total	Medical Department	Orphan	Asst. Surgeon	Remarks
2 Colonel						1			1			1	
3 Lieutenant Colonel													
4 Major		1	1	3	5		2	2	2	1		3	
5 Captain				3	3		6	6	17	3	1	21	
6 First Lieutenants				3	3			6	6			6	
7 Second Lieutenants				3	3			6	6			6	
8 Total Commissioned		1	2	9	10	3	3	20	26	4	1	31	
9 Warrant Officer							1		1			1	
10 Master Sergeants							6		6			6	
11 Technical Sergeants							3		3			3	
12 First Sergeants		1		3	3		1	6	7			7	
13 Staff Sergeants		3		12	15		7	19	26	1		26	
14 Sergeants		3		27	30		14	54	68	3		71	
15 Corporals		10		30	40		18	60	78			78	
16 Privts. 1st Cl. & Privts. (Extra 1st Cl.)		22		66	88		40	132	172			172	
17 Privts. 2nd Cl. & Privts. (Extra 2nd Cl.)		45		135	180		75	270	345	16		534	
18 Specialist Ratings		10					11		11				
19 " "		20					6		6				
20 " "		30	(11)	(3)	(3)		(7)	(6)	(13)				
21 " "		40	(2)	(6)	(6)		(9)	(12)	(21)				
22 " "		50	(3)	(1)	(1)		(17)	(18)	(45)				
23 " "		60	(7)	(21)	(21)		(26)	(42)	(78)	(5)			
24 Total Ratings		(15)	(29)	(29)	(29)		(64)	(78)	(162)	(7)			
25 Total Enlisted		90		270	270		170	540	710	20		730	
26 Aggregate		93	1	272	280	3	174	550	727	24	1	762	
27 Horses, riding		4	1	12	13	5	37	26	63	10	1	77	
28 Mules, riding							10		10			10	
29 Mules, draft		16		64	64		58	108	166			166	
30 Mules, pack							16		16			16	
31 Total Animals		20	1	66	67	5	111	134	255	10	1	269	
32 Trucks, draft, 5-ton							(14)		(14)			(14)	
33 Wagons, tool, 4-whe		2		6	6		3	12	20			23	
34 Wagons, P. & R., 4-whe		1		3	3		5	6	11			11	
35 Kitchen, rolling 4-whe		1		3	3		1	6	7			7	
36 Canteen, 2-whe		1		3	3		1	6	7			7	
37 Trucks, 1 1/2-ton, 4-whe (1)							18		18			18	
38 Trucks, 3/4-ton, 4-whe (1)							3		3	3		6	
39 Cars, motor (D.S. or D.R.)							2		2			2	
40 Motorcycles, with side car		2		6	6		4	12	16	1		17	
41 Bicycles		2		6	6		3	12	15			15	
42 Pistols		20	1	60	61	2	77	122	202			202	
43 Rifles		73		212	219		97	433	535			535	
44 Automatic Rifles		4		12	12			24	24			24	

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Table 68 P.—COMPANY, COMBAT ENGINEER REGIMENT. (Peace Strength.)

December 13, 1920.

Road Space 132 Yards.

Tonnage:

Animal drawn ---- 3½ Tons.

Motor ----- Tons.

1	2	3	4	5	6	7	8
Units	Specialist Rating (Class)	Symbol Numbers	One Platoon	Headquarters Section	Two Platoons	Total	Remarks
2 Captain				1h		1	(h) Mounted on horse.
3 First Lieutenant			1h		2	1	
4 Second Lieutenant						1	
5 Total Commissioned			1	1	2	3	
6 First Sergeant				1		1	
7 Staff Sergeants			1	1	2	3	
8 Sergeants, incl..			2	5	4	9	
9 Mess				(1)			
10 Stable				(1h)			
11 Supply				(1)			
12 Miscellaneous			(2)	(2)	(4)		
13 Corporals, incl..			4	2	8	10	
14 Clerk				(1)			
15 Miscellaneous			(4)	(1)	(8)		
16 Prts, 1st Cl., & Prts, incl..			28	11	56	67(a)	(a) Includes:
17 Blacksmith (t)	3°		(t)		(1)	(1)	22 Prts, 1st Class
18 Buglers			(1)		(2)	(2)	45 Privates
19 Carpenters, bridge (t)	6°		(t)		(2)	(2)	Summary of Specialist ratings:
20 Carpenters, general (t)	4°		(t)		(1)	(1)	3° Class -- 1
21 Cooks, asst.	5°			(1)		(1)	4° " -- 2
22 Cooks, first	4°			(1)		(1)	5° " -- 3
23 Demolition man (t)	5°		(t)		(1)	(1)	6° " -- 7
24 Draftsman (t)	6°		(t)		(1)	(1)	Total 13
25 Horseshoer	5°			(1)		(1)	(t) 6 Technical specialists per company
26 Mail orderly	-			(1)		(1)	allotted by C.O. to meet local requirements, normally 3 to each platoon, with duties as indicated.
27 Motorcycle driver	6°			(2)		(2)	
28 Wagoners	6°		(1)		(2)	(2)	
29 Wagoners	-			(3)		(3)	
30 Miscellaneous	-		(2)	(2)	(45)	(48)	
31 Total Enlisted			35	20	70	90	
32 Aggregate			36	21	72	93	
33 Horses, riding			1	2	2	4	
34 Mules, draft			4	10	8	18	
35 Total Animals			5	12	10	22	
36 Wagons, tool, 4-mule			1		2	2	
37 Wagons, R & B 4-mule				1		1	
38 Kitchen, rolling 4-mule				1		1	
39 Cart, water, 2-mule				1		1	
40 Motorcycles, with side car				2		2	
41 Bicycles			1		2	2	
42 Pistols			5	10	10	20	
43 Rifles			31	11	62	73	
44 Automatic Rifles			2		4	4	

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Table 83 P.—MEDICAL REGIMENT. INFANTRY DIVISION. (Peace Strength.)

December 23, 1920.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Unit	Specialist Ratings (Total)	Symbol Number	Regimental Machine Gun	1 Heavy Company	1 Ambulance Company (Actual Team)	1 Ambulance Company (Notes)	1 Hospital Company (Notes)	Medical Supply Section	Medical Laboratory Section	Veterinary Company	Medical Service	Dental Service	Veterinary Service	ASCD/OTC	Remarks
2			1h								1			1	
3			1h								1			1	
4			2h				1				2	1	1	4	(A) Includes personnel of Division Surgeon's Office
5			1h												(a) Only for Medical Administrative Corps
6			1h												(r) Veterinary Service
7			1h												(c) Dental Service
8			1h												(d) Chaplains
9			1h												(e) Division Head Inspector
10			1h												(f) Mounted on horse
11			1h												
12			1h												
13			1h												
14			1h												
15			1h												
16			1h												
17			1h												
18			1h												
19			1h												
20			1h												
21			1h												
22			1h												
23			1h												
24			1h												
25			1h												
26			1h												
27			1h												
28			1h												
29			1h												
30			1h												
31			1h												
32			1h												
33			1h												
34			1h												
35			1h												
36			1h												
37			1h												
38			1h												
39			1h												
40			1h												
41			1h												
42			1h												
43			1h												
44			1h												
45			1h												
46			1h												
47			1h												
48			1h												
49			1h												
50			1h												
51			1h												
52			1h												
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90			1h												
91			1h												
92			1h												
93			1h												
94			1h												
95			1h												
96			1h												
97			1h												
98			1h												
99			1h												
100			1h												

(A) Includes personnel of Division Surgeon's Office
(a) Only for Medical Administrative Corps
(r) Veterinary Service
(c) Dental Service
(d) Chaplains
(e) Division Head Inspector
(f) Mounted on horse

(a) Includes
7th Privates, 1st Class
3rd Privates

Summary of Specialists' Ratings
2nd Class 4
3rd Class 5
4th Class 19
5th Class 105
6th Class 105
TOTAL 239

(g) To operate one examination line

Table 91 P.—DIVISION TRAIN, INFANTRY DIVISION, QUARTERMASTER CORPS.

Transportation Service. (Peace Strength.)

January 14, 1921.

Road Space: _____ Yards Tonnage: _____ Animal drawn: _____ tons Motor: _____ tons											
1	2	3	4	5	6	7	8	9	10	11	12
UNITS	SPECIALIST RATINGS (CLASS)	STENOGR.	TRAIN HEADQUARTERS	MOTOR		ANIMAL DRAG	TOTAL	ATTACHED SERVICES AND DETAILS	ARMED COMPANIES INFANTRY	AGENTS	REMARKS
				TWO MOTOR COMPANIES	ONE MOTOR SERIAL SECTION	TWO WAGON COMPANIES					
2 Major			1				1			1	(h) Mounted on horse.
3 Captains						2	2	1h	1h	11	(e) 1 Adjutant and Supply Officer
4 Lieutenants			42(1h)	2	1	2	7				
5 Total Commissioned			3	2	1	4	10	1	1	12	
6 Technical Sergeants			52(1h)		1		3			3	(b) Includes 1 Mechanical Inspector and 1 Trainmaster (Animal Transport).
7 First Sergeants				2			2			2	(c) Sergeant Major
8 Staff Sergeants			41			2	3	2h		5	(d) Supply Sergeant
9 Sergeants			41	12	1	6	30		1h	21	(e) Personnel Clerk
10 Corporals			41	8	1	6	16	2		18	(f) Includes: 91 Privates, first cl. 176 Privates.
11 Priv. 1 cl. & Priv., incl.			6	66	15	182	1269	6(1h)	3h	273	
12 Miscellaneous	1st			(2)			(2)				
13 Miscellaneous	2nd			(2)			(2)				
14 Miscellaneous	3rd			(1)			(1)				
15 Miscellaneous	4th			(4)	(5)	(14)	(23)	(1)½	(1)½		
16 Miscellaneous	5th			(12)	(1)	(4)	(17)				
17 Miscellaneous	6th		4(3)	(46)	(2)	(44)	(117)	(3)½	(1)½		(g) Includes 3 Drivers, truck or motor car, and 1 Motorcyclist.
18 Miscellaneous			4(3h)	(2)	(2)	(100)	(107)	(2)	(1)		(k) Includes 1 Clerk and 1 Messenger.
19 Total Rallied			11	86	18	196	613	10	4	527	
20 Aggregate			14	90	19	200	523	11	5	359	Summary of Specialist Ratings:
21 Horses, riding			5			8	13	4	5	22	1st Class --- 2
22 Mules, draft						572	512	4		516	2nd Class --- 8
23 Mules, riding						25	26			26	3rd Class --- 1
24 Wagons, Recort, (oarg)						126	126			126	4th Class --- 23
25 Wagons, Medical, 4-wheeled								1		1	5th Class --- 17
26 Cars, Motor, medium	#1 or #2	1	2	1			4			4	6th Class --- 127
27 Motorcycles with side cars	M	1	2	1			4			4	Total 162
28 Motorcycles, solo	M			1			1			1	(l) Medical Dept. Technicians
29 Tractor, 6-ton				1			1			1	(w) Wagoner
30 Trailer, Kitchen, type A	KL		2				2			2	
31 Trailer, 4-ton, 4-wheel, stockroom	XPS			1			1			1	
32 Trailer, 6-ton, 4-wheel, tire press	XPS			1			1			1	
33 Trucks, cargo	MO or MD		84				84			84	
34 Trucks, 3/4 ton, cargo	LOE	1	4	1			6			6	
35 Trucks, 1-1/2 ton, cargo	MO		1				1			1	
36 Trucks, 3-6 ton, cargo	EO			1			1			1	
37 Trucks, 3-5 ton, M.F. Machine Shop	RE			1			1			1	
38 Trucks, 3-5 ton, tank	TK2			1			6			5	
39 Trucks, 3-6 ton, wrecking	RL6			1			1			1	
40 Pistols			14	12	19	12	57			57	
41 Rifles				76		168	244			244	

Table 95 P.—MOTOR TRANSPORT COMPANY^x, QUARTERMASTER CORPS.
Transportation Service, Motor Transport Division. (Peace Strength.)

Road Space:

Yards

Tonnage:

Animal drawn----- tons
 Motor ----- tons

January 14, 1921.

	1	2	3	4	5
1	UNITS	SPECIALIST RATING (CLASS)	SYMBOL	TOTAL COMPANY	REMARKS
2	Second Lieutenants			1	
3	Total Commissioned			1	
4	First Sergeants			1	
5	Truckmasters			(1)	
6	Sergeants, incl.			5	
7	Mechanics, Motor			(1)	
8	Mess			(1)	
9	Supply			(1)	
10	Truckmasters, Assistant			(3)	
11	Corporals, incl.			4	
12	Clerks			(1)	
13	Drivers, Motor Car, Truck, or Tractor			(3)	
14	Privates 1st Cl. & Privates, incl.			33a	(a) Includes:
15	Cook, Assistant	6th		(1)	11 Privates, First Cl.
16	Cook, First	4th		(1)	22 Privates
17	Drivers, Motor Car, Truck, or Tractor	5th		(1)	Summary of Specialist Ratings:
18	Drivers, Motor Car, Truck, or Tractor	6th		(23)	4th Class ----- 2
19	Mechanics, Motor	4th		(1)	5th Class ----- 6
20	Messenger			(1)	6th Class ----- 24
21	Total Enlisted			44	Total ----- 32
22	Aggregate			45	
23	Cars, motor, 5-passenger		P1 or P2	1	
24	Motorcycles, with sidecars		M	1	(x) This organization is suitable for the operation of motor cars, motor trucks, or tractors. Motor Transport Companies on duty with Divisions will be equipped with 1½-ton trucks and those on duty with Corps or Army will be equipped with 1½-ton or 3-ton trucks as necessity requires.
25	Trucks, 5/4-ton, cargo		LC2	2	
26	Trucks, cargo		HC or HC	27	
27	Trucks, 3-5-ton, tank		TE2	2	
28	Trailers, 1½-ton, 2-wheel, kitchen		KL	1	
29	Pistols			6	
30	Rifles			39	

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**Table 98 P.—WAGON COMPANY (2 SECTION), QUARTERMASTER CORPS.
Transportation Service, Animal Transport Division. (Peace Strength.)**

Road Space: Yards
Tonnage: tons
Animal drawn ---- tons
Motor ----- tons

January 14, 1921.

1	2	3	4	5	6	7	8	9
1	UNIT	SPECIALIST RATINGS (CLASS)	SPECIAL NUMBER	TOTAL SECTION SINCE TOTAL	TOTAL SECTION SINCE TOTAL	WAGON COMPANY		
						EDGES.	TWO SECTIONS	TOTAL ONE COMPANY
2	Captain					1h		1
3	Lieutenants					1h		1
4	Total Commissioned					2		2
5	Staff Sergeants					1h		1
6	Wagonmaster					(1)		(1)
7	Sergeants, Incl:			1	2	1m	2m	3
8	Mess and Supply Sergeants					(1)		(1)
9	Wagonmaster (Assistant)			(1)	(2)		(2)	(2)
10	Corporals, Incl:			1	2	1m	2m	3
11	Clerks					(1)		(1)
12	Wagonmasters (Assistant)			(1)	(2)		(2)	(2)
13	Privates 1st Cl. & Privs. Incl.			43	(a)87	4	(a)87	(b)91
14	Cooks	4th		(1)	(2)		(2m)	(2)
15	Horseshoers	4th		(2)	(4)		(4m)	(4)
16	Mechanics	4th				(1m)		(1)
17	Saddlers	5th		(1)	(2)		(2m)	(2)
18	Wagoners	6th		(15)	(a)(31)	(1)	(31)	(32)
19	Miscellaneous			(24)	(48)	(2)	(48)	(50)
20	Total Unlisted			45	91	7	91	98
21	Aggregate			45	91	9	91	100
22	Horses, riding					4		4
23	Mules, riding			5	10	3	10	13
24	Mules, draft			124	248	8	248	256
25	Wagons, Escort (cargo)			20	60	2	60	62
26	Pistols					6		6
27	Rifles			45	91	3	91	94

REMARKS

(h) Mounted on horse
(m) Mounted on mule

(a) One section given additional teamster.
(b) Includes:
30 Privates, first cl.
61 Privates.

Summary of Specialist Ratings:
4th Class ---- 7
5th Class ---- 2
6th Class ---- 32
Total ---- 41

Roed Space..... ———Yards
Tonnage..... ———Tons

Roed Space..... ———Yards
Tonnage..... ———Tons

1	2	3	4	5	6	7	8	9	10	11	12	
1	Unit	Specialist Rating (Class)	Symbol Number	Regimental Headquarters	Headquarters Battery	Service Battery	3 Battalions	Total Regiment	Attached Medical Department	Attached Chaplain	Aggregate (a)	Remarks
2	Colonel			1				1			1	
3	Lieutenant Colonel or Major					3	4	101				
4	Captains					6	6			1		
5	Captains or Lieutenants		3	1	1	12	17	1414			28	(a) Exclusive of Ordnance Personnel and Equipment attached when Regiment is detached from Corps. See Tables 127 and 131F.
6	Lieutenants			1	1	6	24	29			77	(b) Major
7	Total Commissioned			5	2	6	45	67	6	1	53	(c) 1 Medical Department Technician (6th Class), 4 Medical Department Technicians and 5 Chaplains (6th Class)
8	Warrant Officer					1		1			1	(d) Dental
9	Master Sergeants				2	2	3	3			5	
10	First Sergeants				2	2	9	11			11	
11	Staff Sergeants				2	2	9	13	1		15	
12	Sergeants				6	7	75	85	2		87	
13	Sergeants				8	10	87	105	3		108	
14	Privates, 1st Class	Incl.			15	25	229	268	7		295	
15	Privates				27	49	501	577	15		592	
16	Miscellaneous	2nd			(4)	(4)	(4)	(4)			(4)	
17	Miscellaneous	3rd			(8)	(8)	(6)	(6)			(6)	
18	Miscellaneous	4th			(2)	(2)	(45)	(50)	(11)		(59)	
19	Miscellaneous	5th			(3)	(15)	(35)	(51)			(61)	
20	Miscellaneous	6th			(13)	(27)	(152)	(193)	(41)(12)		(205)	
21	Total Enlisted				60	77	906	1065	28		1091	
22	Aggregate			6	62	108	951	1121	35	1	1255	
23	Ambulances, Motor							6	5		8	
24	Cars, Motor, 5 Passengers		2	1	1	12	16	1			17	
25	Cars, Reconnaissance					12	18				25	
26	Motorcycles with Side Cars				6	9	63	78	3		83	
27	Tricycles, 5-ton				3	87	68				113	
28	Trucks, F.W.D. Cargo		3	28	51	76					76	
29	Trucks, F.W.D. Art. Supply, Load A				1	6	7				7	
30	Trucks, 3/4-ton Cargo		2	1	12	16	4				19	
31	Trucks, Light Equip., G.W.			2	1	9	11				11	
32	Reels and Cans				1	9	10				10	
33	Trailers, Medical Ops. A. & B.					6	4				6	
34	Trailers, Mission		1	1	1	9	11				11	
35	Trailers, Water		1	1	1	9	11				11	
36	Blindfold					6	6				6	
37	Reinforced, 155 mm.					26	24				24	
38	Reinforced, 155 mm.					72	75				72	
39	Pistols		5	62	108	951	1121				1121	
40	Machine Guns, A. & B.					18	12				12	
41	Machine Pistols					8	6				6	

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Table 134 P.—HEADQUARTERS AND HEADQUARTERS BATTERY, REGIMENT, 155 mm. HOWITZERS
(Motorized). (Peace Strength.)

Road Space..... —Yards
Tonnage..... —Tons

January 26, 1921.

1	2	3	4	5	6	7	8	9
White	Specialist Rating (Class)	Symbol Number	Regimental Headquarters	Headquarters Battery	Total Regimental Headquarters and Headquarters Battery	Attached Chaplain	Aggregate	Remarks
2 Colonel		1		1	1		3	(a) Executive
3 Lieutenant Colonel or Major		(a)1		1	1	1	3	(b) Regimental Staff consists of:
4 Captains or Lieutenants		(b)5		4	4		8	Adjutant
5 Lieutenants		(d)1		1	1		1	Intelligence Officer
6 Total Commissioned		5	2	7	1	2	9	Plans and Training Officer
7 Master Sergeant, Incl.				1	1		1	Supply Officer
8 Sergeant Major				(1)	1		1	Misses Officer
9 First Sergeant				1	1		1	The Regimental Supply Officer commands Service
10 Staff Sergeants, Incl.				2	2		2	Battery and is included in totals of Service
11 Color				(2)	1		1	Battery.
12 Sergeants, Incl.				6	6		6	In time of Peace one officer combines the duties
13 Chief of Regimental Scouts				(1)				of Intelligence Officer and Plans and
14 Instrument				(1)				Training Officer.
15 Mess and Supply				(1)				
16 Motor				(2)				(c) Commands Headquarters Battery and is
17 Signal				(2)				Regimental Communications Officer.
18 Corporals, Incl.				8	8		8	(d) Assistant Regimental Communications Officer
19 Clerk, Battery				(1)				
20 Instrument				(1)				(e) Includes:
21 Rangefinder				(1)				15 Privates, 1st Class
22 Scout				(2)				27 Privates
23 Signal				(2)				Summary of Specialist Ratings:
24 Privates, 1st Class and Privates, Incl.				42	(a)42		42	4th Class..... 2
25 Bugler				(1)				5th Class..... 3
26 Chauffeurs (or Tractor Drivers)	5th			(2)				6th Class..... 13
27 Chauffeurs	6th			(11)				Total: 18
28 Chief Mechanic	4th			(1)				
29 Cook, 1st	4th			(1)				(f) 1 for Radio equipment
30 Cook, Assistant	5th			(1)				1 for Telephone equipment
31 Lineguards				(2)				
32 Mechanic	6th			(2)				
33 Motorcyclists				(2)				
34 Operator, Instrument				(1)				
35 Operator, Telephone				(2)				
36 Ambulance				(4)				
37 Scouts				(2)				
38 Total Enlisted				60	60		60	
39 Aggregate				5	62		67	
40 Cars, Motor, 5 Passenger			2	1	3		3	
41 Cars, Reconnaissance				3	3		3	
42 Motorcycles with Side Cars				5	5		5	
43 Tractor, 5-Ton				1	1		1	
44 Truck, F.W.D. Cargo				3	3		3	
45 Truck, 3/4 ton, Cargo				(1)2	2		2	
46 Truck, Light, Remor. O. D.				1	1		1	
47 Trailer, Kitchen				1	1		1	
48 Trailer, Water				1	1		1	
49 Reol and Cart				1	1		1	
50 Pistols			5	62	67		72	
51 Rifles, Automatic				8	8		8	

Table 135P.—SERVICE BATTERY, 155 mm. HOWITZER REGIMENT (Motorized). (Peace Strength.)

January 26, 1921.

Road Space.....—Yards
Tonnage.....—Tons

1	Units	Specialist Rating (Class)	Symbol Number	Regimental Section	Band Section	1st Battalion Section	2nd Battalion Section	3rd Battalion Section	Total Service Battery	10
2	Captain or Lieutenant		(a)1						1	
3	Lieutenants		(b)1			(c)1	(c)1	(c)1	4	(a) Regimental Supply Officer. Commands Service Battery
4	Total Commissioned			2		1	1		5	(b) Assistant to Regimental Adjutant
5	Warrant Officer		(d)1						1	(c) Battalion Supply Officer
6	Master Sergeants, Incl.			1		1			2	(d) Band Leader
7	Sergeants			(1)						(e) Includes:
8	Supply					(1)				25 Privates, 1st Class
9	First Sergeant			1					1	49 Privates
10	Staff Sergeants, Incl.				1			1	3	Summary of Specialist Ratings:
11	Assistant Band Leader				(1)					2nd Class..... 4
12	Squadly						(1)	(1)		3rd Class..... 6
13	Sergeants, Incl.			4	3				7	4th Class..... 5
14	Band				(2)					5th Class..... 15
15	Men			(1)						6th Class..... 27
16	Personnel			(1)						Total: 57
17	Sergeant Bugler				(1)					(f) For Gasoline in Drums; each truck to carry twelve 50 gallon drums.
18	Supply			(1)						
19	Truckmaster			(1)						
20	Corporals, Incl.			3	4	1	1	1	10	
21	Asst.			(1)						
22	Band				(2)					
23	Clerk, Battery			(1)						
24	Clerk, Hqs. (Personnel)			(1)						
25	Truckmasters, Assistant					(1)	(1)	(1)		
26	Privates, 1st Class & Privates, Incl.			21	23	10	10	10	(a)74	
27	Chauffeurs	6th		(11)		(2)	(5)	(5)		
28	Chief Mechanic	4th		(1)						
29	Clerk, Personnel	4th		(1)						
30	Cobblers	5th				(1)	(1)	(1)		
31	Cook, 1st	4th		(1)						
32	Cook, Assistant	5th		(1)						
33	Mechanics	5th		(1)						
34	Messengers & Asst. Chauffeurs			(2)		(2)	(2)	(2)		
35	Motorcyclists			(1)		(2)	(2)	(2)		
36	Musicians	2nd			(4)					
37	Musicians	3rd			(2)					
38	Musicians	4th								
39	Musicians	5th			(11)					
40	Total Enlisted			50	51	12	12	12	97	
41	Aggregate			32	32	12	12	12	103	
42	Car, Motor, 5 Passenger			1					1	
43	Motorcycles with Side Cars			2		2	2	2	9	
44	Trucks, F. W. O. Cargo			5(2r)		2	5(2r)	5(2r)	22	
45	Trucks, F. W. O. Art. Supply Load A.			1					1	
46	Truck, Lighter, Art. Supply			1					1	
47	Trucks, F. W. O. Cargo			1					1	
48	Trailer, Kitchen			1					1	
49	Trailer, Water			1					1	
50	Pistols			32	32	12	12	12	103	
51	Rifles, Automatic			2		2	2	2	8	

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Table 136 P.—BATTALION, 155 mm. HOWITZERS (Motorized) (Consolidated Table). (Peace Strength.)

January 26, 1921.

Road Space,.....—Yards

Tonnage.....—Tons

1	2	3	4	5	6	7
Units	Symbolic Rating (Class)	Symbol Number	Battalion Headquarters, Headquarters Detachment, and Combat Train	2 Batteries	Total Battalion	Remarks.
2 Lieutenant Colonel or Major			1		1	
3 Captains				2	2	
4 Captains or Lieutenants			4		4	
5 Lieutenants			2	6	8	
6 Total Commissioned			7	8	15	
7 First Sergeants			1	2	3	
8 Staff Sergeants			1	2	3	
9 Corporals			6	18	24	
10 Corporals			9	20	29	
11 Privates, 1st Class, Incl.			18	88	106	
12 Privates			39	123	162	
13 Miscellaneous			(3)	(14)	(17)	
14 Miscellaneous			(1)	(10)	(11)	
15 Miscellaneous			(21)	(30)	(51)	
16 Total Enlisted			74	223	308	
17 Aggregate			81	236	317	
18 Cars, Motor, 5 Passenger			2	2	4	
19 Cars, Reconnaissance			2	2	4	
20 Motorcycles with Side Cars			9	15	24	
21 Tractors, 6 Ton			1	2.8	2.9	
22 Trucks, F.W.D. Cargo			13	4	17	
23 Trucks, F.W.D. Art. Supply, Load 2				2	2	
24 Trucks, 3/4 ton, Cargo			2	2	4	
25 Trucks, Light Repair, O.B.			1	2	3	
26 Hauls and Carts			1	2	3	
27 Trailers, Machine Gun, 4 A.				2	2	
28 Trailers, Kitchen			1	2	3	
29 Trailers, Water			1	2	3	
30 Bicycles				2	2	
31 Batteries, 155 mm.				3	3	
32 Cannon Bodies, 155 mm.				24	24	
33 Pistols			91	20.5	217	
34 Machine Guns, A. A.				4	4	
35 Rifles, Automatic			8	16	24	

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Table 138 P.—BATTERY, 155 mm. HOWIZER REGIMENT (Motorized). (Peace Strength.)

January 26, 1921.

Road Space.....—Yards

Tonnage.....—Tons

1	Units	Specialist Rating (Class)	Symbol Number	Battery Headquarters	Battery Detail	Firing Battery					Total Battery	Remarks
						1st Platoon		2nd Platoon		3rd Platoon		
						1st Section	2nd Section	3rd Section	4th Section	5th Section		
2	Captain			1		1		1		1	1	
3	Lieutenants											
4	Total Commissioned			1		1		1		1	4	(a) Includes: 59 Privates, 1st Class 64 Privates
5	First Sergeant			1							1	
6	First Sergeant, Incl.									1	1	Summary of Specialist Ratings: 4th Class-----7 5th Class-----5 6th Class-----15 Total 27
7	Motor					2	1	1	1	1	2	
8	Sergeants, Incl.											
9	Chief of Section				(1)	(1)	(1)	(1)	(1)	(1)		
10	Instrument											
11	Mass									(1)		(b) Will accompany Firing Battery
12	Signal				(1)					(1)		
13	Supply											
14	Corporals, Incl.			2	3	1	1	1	1	1	10	(c) Tractor for Reel Cart
15	Arms			(1)								
16	Caisson									(1)		(d) 1 Tractor for Trailer Machine Gun, A. A.
17	Class, Battery			(1)								
18	Cannons					(1)	(1)	(1)	(1)			
19	Instrument				(1)							(e) 1 Tractor for Water and Kitchen Trailers; 1 spare Tractor
20	Signal				(1)							
21	Signal				(1)							
22	Privates, 1st Class & Privates, Incl.			6	12	12	11	12	11	13	16	(f) 1 Truck carries 4 Drums of Gasoline
23	Reelers			15(2)								
24	Cannons					(9)	(2)	(9)	(9)	(9)	(4)	
25	Chauffeurs (Tractor Drivers)	4th				(1)	(1)	(1)	(1)			
26	Chauffeurs (Tractor Drivers)	5th			(1)					(2)	(1)	
27	Chauffeurs and Tractor Drivers	6th			(1)	(2)	(1)	(1)	(1)	(1)	(5)	
28	Chief Mechanic	4th									(1)	
29	Cooks, 1st	4th									(2)	
30	Cooks, Assistant	5th									(1)	
31	Soldier			1(1)								
32	Linemen				(2)							
33	Mechanics	6th									(2)	
34	Motorcyclists			(2)	(1)	(1)		(1)		(1)		
35	Operator, Airline Circle				(1)							
36	Operator, Instrument				(1)							
37	Operator, Telephone				(4)							
38	Total Enlisted			9	17	14	13	14	12	16	114	
39	Aggregate			10	17	15	13	15	13	16	118	
40	Car, Motor, & Passenger			1							1	
41	Car, Reconnaissance				1						1	
42	Motorcycles with Side Cars			2							2	
43	Tractors, F-50				(12)	2	2	2	2	(12)	(12)	
44	Tractors, F.R.P. Cargo											
45	Tractor, F.R.P. Art. Supply, Load A.										1	
46	Tractor, F.R.P. Cargo										1	
47	Tractor, Art. Supply, O.D.										1	
48	Reel and Cart				1						1	
49	Tractor, Machine Gun, A. A.										1	
50	Trailer, Kitchen										1	
51	Trailer, Water										1	
52	Trailer										1	
53	Reelers, 155 mm.					1	1	1	1		4	
54	Caisson, Reelers, 155 mm.					2	2	2	2	4	12	
55	Pistols			10	17	15	13	15	13	16	118	
56	Machine Guns, A. A.									2	2	
57	Reelers, Artillery					1	1	1	1	2	6	

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Table 403 P.—SPECIAL TROOPS, CAVALRY DIVISION. (A). (Peace Strength.)

February 17, 1921.

Road Space.....—Yards
Tonnage.....—Tons

1	2	3	4	5	6	7	8	9	10	11	12
UNITS	Specialist Rating (Class)	Symbol Number	Headquarters	Headquarters Troop (Table 400P)	Signal Troop (Table 408 P & W)	Ordnance Co. Major Tenancy (Table 412P)	Veterinary Company (Table 400P)	Total	Attached Medical (Table 432P)	Aggregate	REMARKS
2 Major	a1			1	1		2	1	10	1	(a) Commanding Officer, Special Division Troops; Division Headquarters Commandant and Provost Marshal.
3 Captain				2	1	1		11		18	(b) 1 Adjutant and 1 Supply Officer.
4 First Lieutenants	b2			1							(c) From Detached Officers' List.
5 Second Lieutenants				1							(d) 1 Sergeant Major, and 1 Supply Sergeant.
6 Aerial Commissioned	c3a			12	2	1	2	12	1	13	(e) Personnel records.
7 Warrant Officers				1	1			2		2	(f) Cobbler.
8 Master Sergeants				7	2	1	1	13		13	(g) 1 Storekeeper, 1 Mail Clerk, and 1 Miscellaneous.
9 Technical Sergeants				7	2	1	1	13		13	(h) Mounted on horse.
10 First Sergeants	d2			7	3	1	1	13		13	(i) From Cavalry.
11 Staff Sergeants				1	16	6	6	29	15	30	(k) Medical Department Technicians.
12 Sergeants	e1			1	6	8	5	2	24	24	
13 Corporals				2	44	16	7	30	210	45	
14 Privates, 1st class				2	54	37	16	30		214	
15 Privates, incl.											
16 Miscellaneous	1st				(2)		(1)				
17 Miscellaneous	2nd				(2)	(2)	(3)	(1)			
18 Miscellaneous	3rd				(2)	(3)	(1)	(5)			
19 Miscellaneous	4th				(1)	(4)	(6)	(3)	(2)		
20 Miscellaneous	5th				(5)	(2)	(9)	(6)	(7)		
21 Miscellaneous	6th				(5)	(4)	(15)	(6)	(15)	(2)	
22 Miscellaneous					12	15	25	35	35	231	(A) The units comprising the Special Troops, Cavalry Division, are combined under the command of the Commanding Officer, Special Division Troops, primarily for administration and discipline. This officer is responsible for the technical training and operations of the Headquarters Troop, but not for the technical training and operations of the Signal Troop, Ordnance Company, and Veterinary Company.
23 Aerial Maillet				11	162	76	35	32	345	6	
24 Aeronauts				2	12			14		14	
25 Horses, draft				4				4		4	
26 Horses, pack				14	125	32	22	200	6	206	
27 Horses, riding				22	4	15	48	49		49	
28 Horses, draft				2	4			4		4	
29 Carts, wire, 2-horse				1				1		1	
30 Horses, escort, combat				8	1			12		12	
31 Horses, escort, R & B				1				1		1	
32 Horses, spring				1				1		1	
33 Carts, motor, 6-passenger				5	1			6		6	
34 Carts, motor, 7-passenger				1				1		1	
35 Motorcycles, with side cars				10	7	2	1	20		20	
36 Trailers, kitchen				1	1			2		2	
37 Trailers, ration, 2 ton				1				1		1	
38 Trailers, storage battery				1				1		1	
39 Trailers, tank 400 gal.				1				1		1	
40 Trucks, cargo, 2 ton				3	4			7		7	
41 Trucks, cargo, 1 1/2 ton				8				8		8	
42 Trucks, cargo 1 1/2 ton				2				2		2	
43 Trucks, light repair				1				1		1	
44 Trucks, radio, army				1				1		1	
45 Trucks, small arms repair				17	122	76	36	249		249	
46 Rifles				72		33		112		112	
47 Sabres				49				49		49	

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ROAD FORCE
TOWNSHIP

Table 423 P.—CAVALRY REGIMENT. (Peace Strength)
January 11, 1921.

1	2	3	4	5	6	7	8	9	10	11	12
Units.	Specialist units.	Symbol Number.	Regimental Headquarters and Headquarters Troop.	Service Troop.	Two Squadrons.	Total Regiment.	Attached Medical Department.	Attached Chaplain.	Aggregate.	Remarks.	
1 Colonel.			1			1			1		
2 Assistant Colonel or Major.			1(b)		2	2			2		
3 Major.					6	6			6		
4 Captains.					6	6			6		
5 Captains or Lieutenants.			3(a)	1	1	5	5 h	1	11		
6 Lieutenants.				2	5	10	20				
7 First Sergeant.			5	3	4	20	70	6	1	25	
8 Second Officer.					1	1					
9 Quarter Officer.					1	1					
10 Senior Sergeants.				1	2	3					
11 First Sergeants.				1	1	2					
12 First Sergeants.				1	1	2					
13 Sergeants.				2	6	70	27	4	3	73	
14 Corporals.				6	9	66	70	1	3	79	
15 Privates First Class and Privates, Incl.				60	90	470	650	20	10	680	
16 Miscellaneous											
17 Miscellaneous											
18 Miscellaneous											
19 Miscellaneous											
20 Miscellaneous											
21 Total Regiment				86	110	410	610	28	1	855	
22 Aggregate				86	110	410	610	28	1	855	
23 Horses, Mules				10	80	80	810	50	2	847	
24 Horses, Mules				17	60	60	70			70	
25 Horses, Mules				24	24	24				24	
26 Horses, Mules				10	10	10				10	
27 Horses, Mules				150	150	150	150			150	
28 Total Animals				10	100	850	1060	50	2	1112	
29 Troop, Escort (Cavalry)				0	0	0				0	
30 Troop, Escort (Infantry and Cavalry)				11	11	11				11	
31 Troop, Escort				12	12	12				12	
32 Troop, Escort (Infantry and Cavalry)				10	10	10				10	
33 Troop, Escort (Infantry and Cavalry)											
34 Troop, Escort (Infantry and Cavalry)				1	1	1				1	
35 Troop, Escort (Infantry and Cavalry)				4	4	4				4	
36 Troop, Escort (Infantry and Cavalry)					50	50				50	
37 Troop, Escort (Infantry and Cavalry)				70	70	70				70	
38 Troop, Escort (Infantry and Cavalry)				8	8	8				8	
39 Troop, Escort (Infantry and Cavalry)				8	8	8				8	

(a) The Regimental Staff consists of:
 Adjutant
 Intelligence Officer
 Plans and Training Officer
 Supply Officer
 In peacetime one of the regimental staff officers is Adjutant,
 one combines the duties of Intelligence Officer and Plans
 and Training Officer and one is Supply Officer.

(b) Second in command and Executive Officer.

(c) Dental.

(d) Medical Technicians except two signifiers with 6th Class
 Rating.

(h) Mounted on horse.

(v) Veterinary.

(a) The Regiment includes:
 203 Privates first class
 450 Privates.

- (a) The Regimental Staff consists of:
Adjutant
Intelligence Officer
Plans and Training Officer
Supply Officer
In peace one of the regimental staff officers is Adjutant, one combines the duties of Intelligence Officer and Plans and Training Officer and one is Supply Officer.
- (b) Second in command and Executive Officer.
- (c) Dental.
- (d) Medical Technicians except two surgeons with 6th Class Rating.
- (e) Mounted on horse.
- (f) Veterinary.
- (g) The Regiment includes:
200 Privates First Class
450 Privates.

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HEAD OFFICE
TABLED

Table 424 P.—HEADQUARTERS, AND HEADQUARTERS TROOP, CAVALRY REGIMENT. (Force Strength.)
January 11, 1921.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Units.	Specialist Rating.	Symbol Number.	Regimental Headquarters.	Headquarters Troop.											Remarks.	
					Troop Headquarters.	Staff Sections.					Communications Sections.						
						Staff and Veterinary Section.	Intelligence Section.	Plans and Training Section.	Honor and Discipline Section.	Signal Section.	Message Center.	Radio and Sound Section.	Wire Section.	Postal Section.	Postal Troop.		
2	Colonel			1													
3	Lieutenant Colonel or Major			2													
4	Major or Lieutenant			3													
5	Lieutenant			4													
6	Staff Sergeants			5													
7	Major Sergeant, Incl.			6													
8	Sergeant-Major			7													
9	First Sergeant			8													
10	Staff Sergeants, Incl.			9													
11	Sergeant			10													
12	Sergeant			11													
13	Sergeant			12													
14	Sergeant			13													
15	Sergeant			14													
16	Sergeant			15													
17	Sergeant			16													
18	Sergeant			17													
19	Sergeant			18													
20	Sergeant			19													
21	Sergeant			20													
22	Sergeant			21													
23	Sergeant			22													
24	Sergeant			23													
25	Sergeant			24													
26	Sergeant			25													
27	Sergeant			26													
28	Sergeant			27													
29	Sergeant			28													
30	Sergeant			29													
31	Sergeant			30													
32	Sergeant			31													
33	Sergeant			32													
34	Sergeant			33													
35	Sergeant			34													
36	Sergeant			35													
37	Sergeant			36													
38	Sergeant			37													
39	Sergeant			38													
40	Sergeant			39													
41	Sergeant			40													
42	Sergeant			41													
43	Sergeant			42													
44	Sergeant			43													
45	Sergeant			44													
46	Sergeant			45													
47	Sergeant			46													
48	Sergeant			47													
49	Sergeant			48													
50	Sergeant			49													
51	Sergeant			50													
52	Sergeant			51													
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67	Sergeant			66													
68	Sergeant			67													
69	Sergeant			68													
70	Sergeant			69													
71	Sergeant			70													
72	Sergeant			71													
73	Sergeant			72													
74	Sergeant			73													
75	Sergeant			74													
76	Sergeant			75													
77	Sergeant			76													
78	Sergeant			77													
79	Sergeant			78													
80	Sergeant			79													
81	Sergeant			80													
82	Sergeant			81													
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87	Sergeant			86													
88	Sergeant			87													
89	Sergeant			88													
90	Sergeant			89													
91	Sergeant			90													
92	Sergeant			91													
93	Sergeant			92													
94	Sergeant			93													
95	Sergeant			94													
96	Sergeant			95													
97	Sergeant			96													
98	Sergeant			97													
99	Sergeant			98													
100	Sergeant			99													

(b) Chaplain's Assistant.

(c) Two horses per officer.

(d) Regimental signal officer.

The troop includes:

22 Privates First Class,

44 Privates.

Summary of Specialist Ratings:

4th Class - 6

5th Class - 6

6th Class - 30

(b) Captain's Assistant.
(c) Two horses per officer.
(d) Regimental signal officer.
Two troop ambulances.
20 Private First Class.
44 Privates.
Summary of Specialist Ratings:
4th Class = 6
5th Class = 6
6th Class = 10

HEAD SPACE
@-SCALE

Table 425 P.-SERVICE TROOP, CAVALRY REGIMENT. (Peace Strength.)
January 11, 1921.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	Unit.	Specialist ratings.	Symbol number.	Troop Headquarters.	Headquarters Platoon				Transportation Platoon					Total Troop.	Remarks.
					Personal Section.	Supply Section.	Band Section.	Total Platoon.	Platoon Headquarters.	First Squadron Section.	Second Squadron Section.	Regimental Headquarters and Headquarters Troop Section.	Total Platoon.		
2	Captain or Lieutenant			1											
3	Lieutenants			1	1	1		2	1				3	3	
4	Color Sergeant			1	1	1		2	1				3	4	
5	Warrant Officer			1			1	1							
6	Master Sergeant, Incl.			1	1	1		2						(a) Ten extra mules for Regimental Train.	
7	Regimental Personal Sergeant-Major			1	(1)	(1)								(b) For forage and blacksmith supplies.	
8	Regimental Supply Sergeant			1										(c) For pioneer supplies.	
9	First Sergeant			1			1	1						(d) Two horses per officer.	
10	Master Sergeant, Incl.			1			1	1							
11	Second Assistant Quarter			2	2	2	(1)	4	2			2	4		
12	Sergeant, Incl.						(2)								
13	Band			(1)											
14	Band			(1)											
15	Band			(1)											
16	Band			(1)											
17	Bandmaster			(1)				(1)							
18	Musician			(2)											
19	Corporal, Incl.			1	1	4	5		1	1		2	8		
20	Assistant Quartermaster			1			(4)								
21	Band			(1)											
22	Band			(1)											
23	Band			(1)											
24	Private First Class and Privates, Incl.			12	2	2	21	25	18	10	10	9	87	95	
25	Private	8th		(1)	(1)										
26	Private	8th		(1)											
27	Private	8th		(1)											
28	Private	8th		(1)											
29	Private	8th		(1)											
30	Private	8th		(1)											
31	Private	8th		(1)											
32	Private	8th		(1)											
33	Private	8th		(1)											
34	Private	8th		(1)											
35	Private	8th		(1)											
36	Private	8th		(1)											
37	Private	8th		(1)											
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96	Private	8th		(1)											
97	Private	8th		(1)											
98	Private	8th		(1)											
99	Private	8th		(1)											
100	Private	8th		(1)											

(a) Ten extra mules for Regimental Train.
(b) For forage and blacksmith supplies.
(c) For pioneer supplies.
(d) Two horses per officer.
The Troop Includes:
31 Privates First Class,
63 Privates.
Summary of Specialist Ratings:
2nd Class - 4
3rd Class - 5
4th Class - 5
5th Class - 15
6th Class - 23

28703-21

Table 426 P.—SQUADRON, CAVALRY REGIMENT (Consolidated Table). (Peace Strength.)
January 11, 1921.

1	2	3	4	5	6	7	8	9	10	11
			Squadron Headquarters and Headquarters Detachment.							
1	Units.	Specialist rating.	Symbol number.	Squadron Headquarters.	Staff and Supply Section.	Radio Section.	Wire Section.	Total.	Three Troops.	Total Squadron.
2	Adjutant Colonel or Major			1				1		
3	Quartermaster							1		
4	Surgeon			2				2		
5	Signal							1		
6	Telephone							1		
7	Chief Clerk							1		
8	Chief Clerk							1		
9	Chief Clerk							1		
10	Chief Clerk							1		
11	Chief Clerk							1		
12	Chief Clerk							1		
13	Chief Clerk							1		
14	Chief Clerk							1		
15	Privates First Class and Privates, incl.			10	6	3	36	55	228	234
16	Corporal, Assistant			1				1		
17	Corporal, Adjutant			1				1		
18	Corporal, Machine Rifle			1				1		
19	Corporal, Signaller			1				1		
20	Corporal, Signaller			1				1		
21	Corporal, Signaller			1				1		
22	Corporal, Signaller			1				1		
23	Corporal, Signaller			1				1		
24	Corporal, Signaller			1				1		
25	Corporal, Signaller			1				1		
26	Corporal, Signaller			1				1		
27	Corporal, Signaller			1				1		
28	Corporal, Signaller			1				1		
29	Corporal, Signaller			1				1		
30	Corporal, Signaller			1				1		
31	Corporal, Signaller			1				1		
32	Corporal, Signaller			1				1		
33	Corporal, Signaller			1				1		
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35	Corporal, Signaller			1				1		
36	Corporal, Signaller			1				1		
37	Corporal, Signaller			1				1		
38	Corporal, Signaller			1				1		
39	Corporal, Signaller			1				1		
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42	Corporal, Signaller			1				1		
43	Corporal, Signaller			1				1		
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94	Corporal, Signaller			1				1		
95	Corporal, Signaller			1				1		
96	Corporal, Signaller			1				1		
97	Corporal, Signaller			1				1		
98	Corporal, Signaller			1				1		
99	Corporal, Signaller			1				1		
100	Corporal, Signaller			1				1		

(c) Squadron Detachment includes:
6 Privates First Class
10 Privates.

Total Squadron includes:
75 Privates First Class
165 Privates.

Summary of Specialist Ratings:
4th Class -- 21
5th Class -- 6
6th Class -- 11

(d) Squadron Staff consists of:
Adjutant
Intelligence Officer
Plans and Training Officer
Supply Officer.

In place one of the squadron staff officers is Adjutant, one combines the duties of Intelligence Officer and Plans and Training Officer and one is Supply Officer.

(c) Squadron Detachment Includes:
6 Privates First Class
10 Privates.
Total Squadron Includes:
75 Privates First Class
165 Privates.

Summary of Specialist Ratings:
4th Class -- 11
5th Class -- 6
6th Class -- 11

(d) Squadron Staff consists of:
Adjutant
Intelligence Officer
Plans and Training Officer
Supply Officer.

In place one of the squadron staff officers is Adjutant, one vacates the duties of Intelligence Officer and Plans and Training Officer and one is Supply Officer.

Table 428 P.—TROOP, CAVALRY REGIMENT. (Peace Strength.)
January 11, 1921.

1	2	3	4	5	6	7	8	9	10	11	12	13
1	Units.	Specialist Ratings.	Squad Numbers.	Troop Headquarters.	Platoon Headquarters.	Rifle Squad.	One Rifle Platoon		Machine Rifle Platoon		Total Troop.	Remarks.
							Total Rifle Platoon (two squads).	Total Three Rifle Platoons.	Platoon Headquarters.	Machine Rifle Squad (c)	Machine Rifle Platoon (two squads).	
2	Captain			1	(1)	(1)	1	(1)	1	(1)	1	
3	Lieutenants			1	(1)	(1)	1	(1)	1	(1)	1	
4	Staff Commissioned			1	(1)	(1)	1	(1)	1	(1)	1	
5	First Sergeant			1	(2)	(2)	6	(2)			2	
6	Corporals, incl.			1	(2)	(2)						
7	Privates			1	(2)	(2)						
8	Privates			1	(2)	(2)						
9	Privates			1	(2)	(2)						
10	Privates			1	(2)	(2)						
11	Privates			1	(2)	(2)						
12	Privates			1	(2)	(2)						
13	Privates			1	(2)	(2)						
14	Privates			1	(2)	(2)						
15	Privates			1	(2)	(2)						
16	Privates			1	(2)	(2)						
17	Privates			1	(2)	(2)						
18	Privates			1	(2)	(2)						
19	Privates			1	(2)	(2)						
20	Privates			1	(2)	(2)						
21	Privates			1	(2)	(2)						
22	Privates			1	(2)	(2)						
23	Privates			1	(2)	(2)						
24	Privates			1	(2)	(2)						
25	Privates			1	(2)	(2)						
26	Privates			1	(2)	(2)						
27	Privates			1	(2)	(2)						
28	Privates			1	(2)	(2)						
29	Privates			1	(2)	(2)						
30	Privates			1	(2)	(2)						
31	Privates			1	(2)	(2)						
32	Privates			1	(2)	(2)						
33	Privates			1	(2)	(2)						
34	Privates			1	(2)	(2)						
35	Privates			1	(2)	(2)						
36	Privates			1	(2)	(2)						
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38	Privates			1	(2)	(2)						
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41	Privates			1	(2)	(2)						
42	Privates			1	(2)	(2)						
43	Privates			1	(2)	(2)						
44	Privates			1	(2)	(2)						
45	Privates			1	(2)	(2)						
46	Privates			1	(2)	(2)						
47	Privates			1	(2)	(2)						
48	Privates			1	(2)	(2)						
49	Privates			1	(2)	(2)						
50	Privates			1	(2)	(2)						
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56	Privates			1	(2)	(2)						
57	Privates			1	(2)	(2)						
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87	Privates			1	(2)	(2)						
88	Privates			1	(2)	(2)						
89	Privates			1	(2)	(2)						
90	Privates			1	(2)	(2)						
91	Privates			1	(2)	(2)						
92	Privates			1	(2)	(2)						
93	Privates			1	(2)	(2)						
94	Privates			1	(2)	(2)						
95	Privates			1	(2)	(2)						
96	Privates			1	(2)	(2)						
97	Privates			1	(2)	(2)						
98	Privates			1	(2)	(2)						
99	Privates			1	(2)	(2)						
100	Privates			1	(2)	(2)						

- (a) One second in command or where there is no lieutenant in command, one to be in charge of led horses of platoons.
- (b) In charge of led horses of entire troop and carries the guidon.
- (c) One gunner is a corporal and one is a rated private.
- (d) Two horses per officer.
- (e) One picket line and panner; one kitchen outfit; one ration.
- (f) The troop includes:
23 Privates First Class.
21 Privates.
- Summary of Specialist Ratings:
4th Class - - 3
5th Class - - 2
6th Class - - 3

Table 429 P.—MACHINE GUN TROOP, CAVALRY MACHINE GUN SQUADRON. (Peace Strength.)
January 11, 1921.

1	2	3	4	5	6	7	8	9	10
1	Units.	Specialist Rating.	Troop Headquarters.	Platoon Headquarters.	One Squad.	Head Platoon (two squads)	Total Three Platoons.	Total Troop.	Remarks.
2	Headquarters.								
3	Headquarters.								
4	Units Completed.								
5	First Sergeant.								
6	Sergeants, 1st Lt.								
7	Squad.								
8	Squad.								
9	Squad.								
10	Headquarters, 2nd Lt.								
11	Headquarters, 2nd Lt.								
12	Headquarters, 2nd Lt.								
13	Headquarters, 2nd Lt.								
14	Headquarters, 2nd Lt.								
15	Headquarters, 2nd Lt.								
16	Headquarters, 2nd Lt.								
17	Headquarters, 2nd Lt.								
18	Headquarters, 2nd Lt.								
19	Headquarters, 2nd Lt.								
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93	Headquarters, 2nd Lt.								
94	Headquarters, 2nd Lt.								
95	Headquarters, 2nd Lt.								
96	Headquarters, 2nd Lt.								
97	Headquarters, 2nd Lt.								
98	Headquarters, 2nd Lt.								
99	Headquarters, 2nd Lt.								
100	Headquarters, 2nd Lt.								

(a) The troop includes:
27 Privates First Class
24 Privates.
Summary of Specialist Ratings:
6th Class -- 4
5th Class -- 8
4th Class -- 5
(b) Carries the guidon and has charge of led horses.
(c) Range finder.
(d) Two horses per officer.
(e) Armed with rifle.
(f) One as second in command, one as file closer.
(g) Five as horse leaders.
(h) One picket line and panner, one kitchen outfit, one ration.

DAILY RATES OF PAY — OFFICERS, WARRANT OFFICERS AND ENLISTED MEN OF THE NATIONAL GUARD

Armory Drill Pay Table. To and include June 30, 1922.

Captain, \$6.66 6-9; 1st Lieutenant, \$5.55 5-9; 2nd Lieutenant, \$4.72 2-9.

One day's initial pay of enlisted men is:

Grade I, \$2.46 6-9; Grade II, \$1.76 6-9; Grade III, \$1.50; Grade IV, \$1.50; Grade V, \$1.23 3-9; Grade VI, \$1.16 6-9; Grade VII, \$1.00.

No additional compensation for specialist ratings can be lawfully included in Armory drill pay. (Cir. Let. 69, M. B., 1920.)

Additional compensation of a captain commanding an organization for day \$0.666.

Encampment Pay Table. To and include June 30, 1922.

Captain, \$8.66 6-9; 1st Lieutenant, \$7.22 2-9; 2nd Lieutenant, \$5.88 8-9.

Grade I, \$2.96; Grade II, \$2.12; Grade III, \$1.80; Grade IV, \$1.80; Grade V, \$1.48; Grade VI, \$1.16 6-9; Grade VII, \$1.00.

Specialist rating a daily compensation in addition to pay of Grade: 1st Class, \$0.833; 2nd Class, \$0.666; 3rd Class, \$0.50; 4th Class, \$0.40; 5th Class, \$0.266; 6th Class, \$0.10.

NEW PAY BILL

On and after **July 1, 1922**, the following are the daily rates both for encampment pay and for armory drill pay:

<i>Number of Years Service</i>	<i>1 to 3</i>	<i>4 to 6</i>	<i>7 to 9</i>	<i>10 to 12</i>	<i>13 to 15</i>	<i>16 to 18</i>
Major — base pay	\$3.33 $\frac{1}{3}$	\$3.75	\$2.16 $\frac{2}{3}$	\$9.58 $\frac{1}{3}$	\$10.00	\$10.41 $\frac{2}{3}$
Major — including one ration allowance	8.93	9.35	9.76	10.18	10.60	11.01
Major — including dependent ration allowance ..	10.13	10.55	10.96	11.38	11.80	12.21
Captain — base pay	6.66 $\frac{2}{3}$	7.00	7.33 $\frac{1}{3}$	7.66 $\frac{2}{3}$	8.00	8.33 $\frac{1}{3}$
Captain — including one ration allowance	7.26	7.60	7.93	8.26	8.60	8.93
Captain — dependent ration allowance	7.86	8.20	8.53	8.86	9.20	9.53
1st Lieutenant — base pay	5.55 $\frac{1}{2}$	5.83 $\frac{1}{3}$	6.11	6.39	6.66 $\frac{2}{3}$	6.94
1st Lieutenant — including one ration allowance ..	6.15	6.43	6.71	6.99	7.26	7.54
1st Lieutenant — dependent ration allowance	6.75	7.03	7.31	7.59	7.86	8.14
2nd Lieutenant — base pay	4.16 $\frac{2}{3}$	4.37 $\frac{1}{2}$	4.58 $\frac{1}{3}$	4.79	5.00	5.21
2nd Lieutenant — including one ration allowance ..	4.76	4.97	5.18	5.39	5.60	5.81
2nd Lieutenant — dependent ration allowance	5.36	5.57	5.78	5.99	6.20	6.41

Additional compensation for commanding an organization less than a brigade, \$0.66 $\frac{2}{3}$ per day.

Warrant officer, \$4.93.

Enlisted men Grade I, \$4.20; Grade II, \$2.80; Grade III, \$2.40; Grade IV, \$1.80; Grade V, \$1.40; Grade VI, \$1.15; Grade VII, \$1.00.

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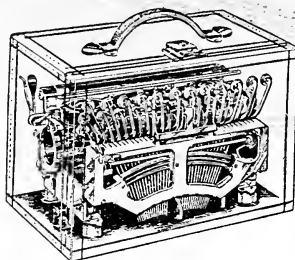
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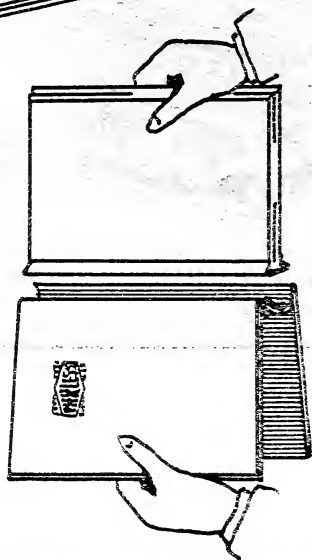
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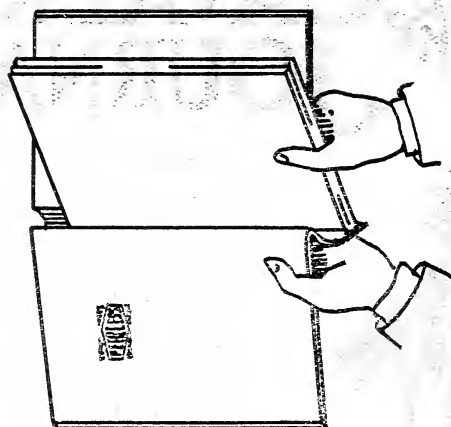
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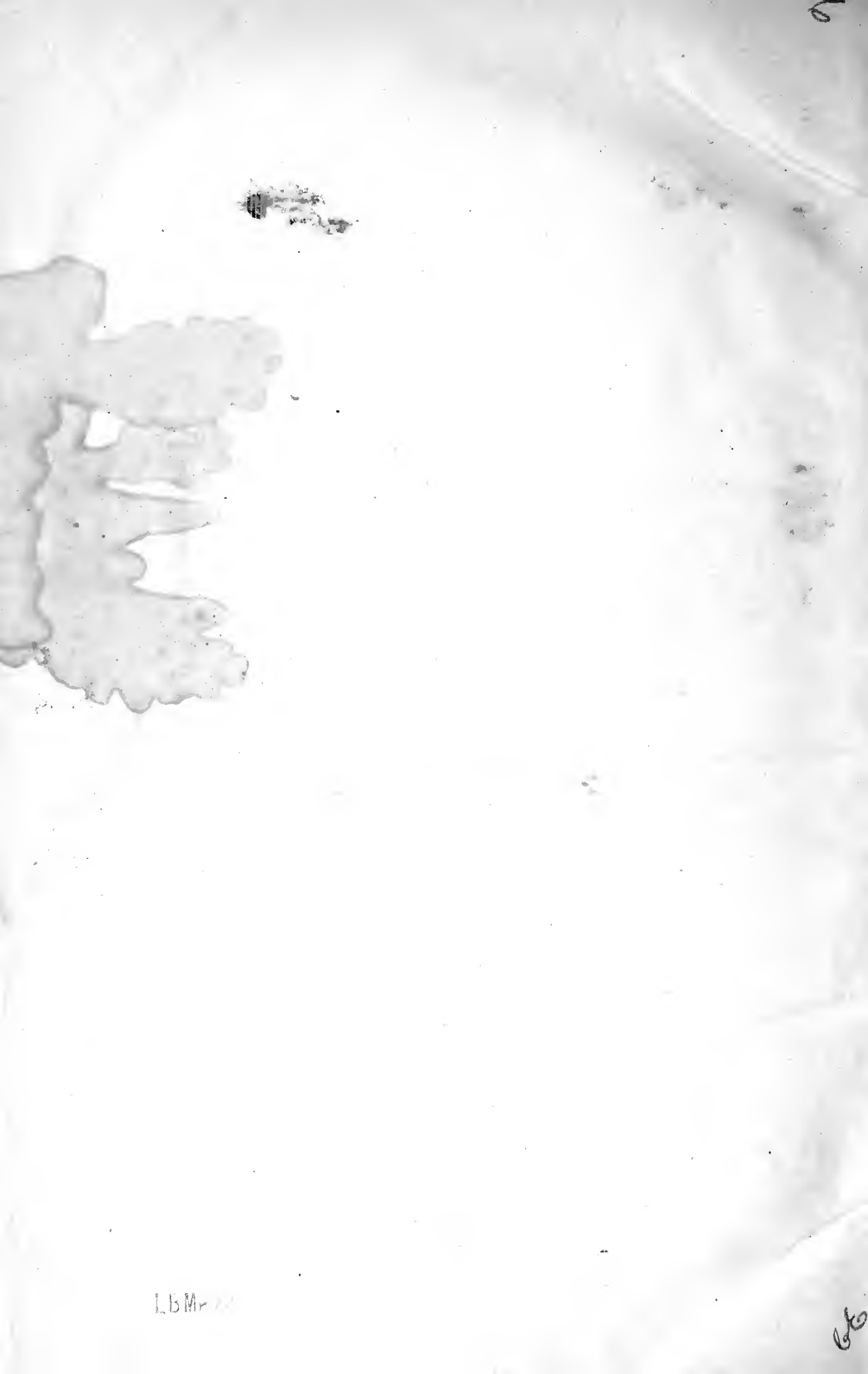
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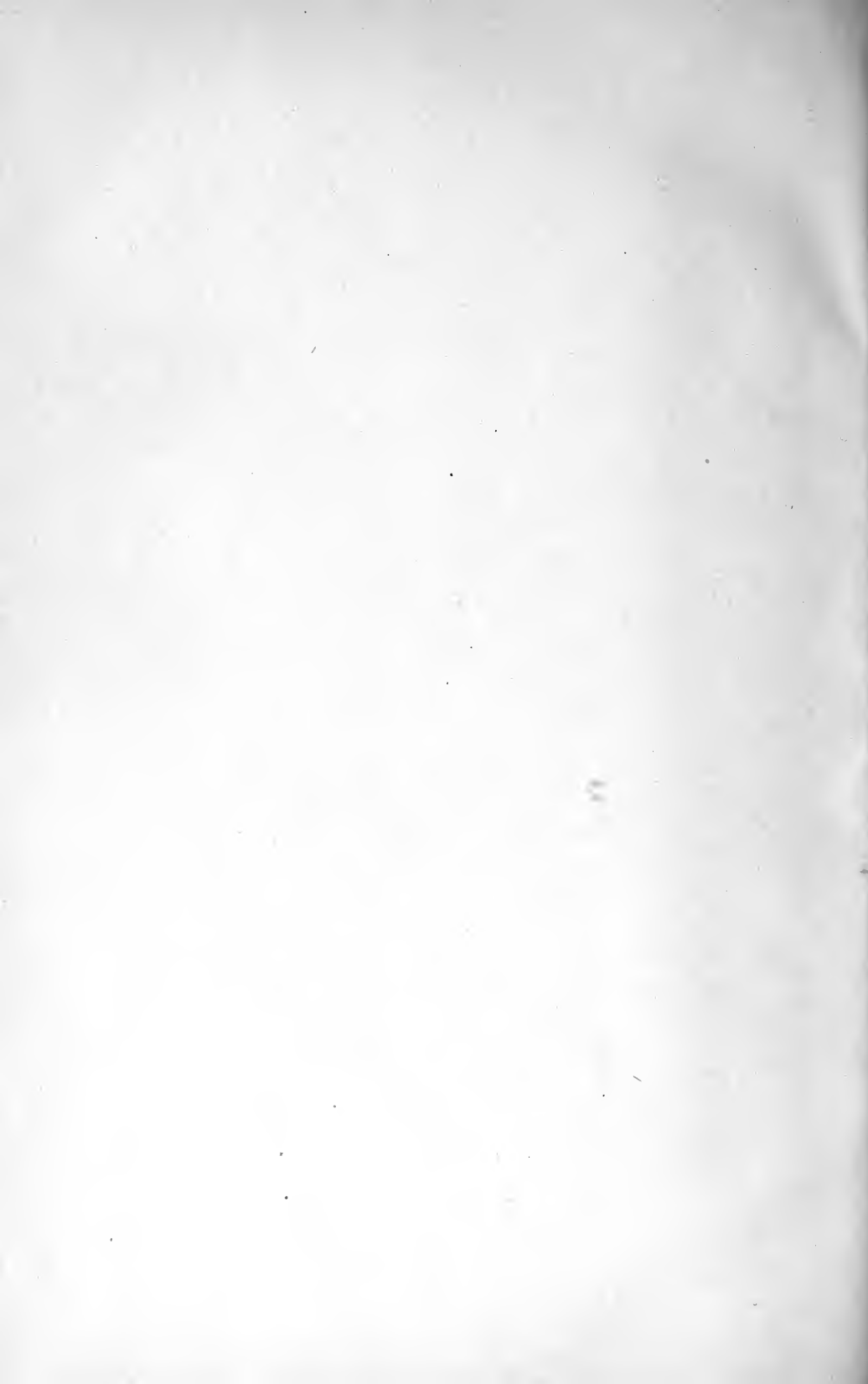




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